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ABSTRACT

This report provides the specifications for a bibliographic format which is a detailed and structured method for recording a number of mandatory and optional data elements in a computer-readable bibliographic record for exchange purposes between two or more computer-based systems. The specifications are designed to permit local designers to devise local procedures and computer programs so that files can be exchanged in either direction with other organizations that may use the Common Communication Format. Differing in only minor ways from the first edition, this second edition is divided into six parts: (1) Introduction, which explains the history of and rationale for the format; (2) Use of the Format; (3) Data Elements; (4) Codes Used in the Data Elements; (5) Examples of Complete Records; and (6) Indexes. The last section contains a list of the data elements and their tags as well as a subject index. (EW)

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CCF:

The Common Communication Format

Second Edition

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Second Edition

Edited by

Peter Simmons and Alan Hopkinson

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PREFACE

The CCF has been prepared with the support of Unesco, within the framework of the General Information Programme, by the Ad hoc Group on the Establishment of a Common Communication Format. The following experts have participated in the development of the format: Dorothy Anderson, Henriette Avram, Edwin Buchinski, Peter Canisius, Hope E. A. Clement, Harold Dierickx, Nathalie Dusoulier (Chair), Alan Hopkinson, Sally McCallum, Marie Rosenbaum, Paulo Henrique de Assis Santana, Peter Simmons, Erik Vajda, and James L. Wood.

The chief purpose of the format is to provide a detailed and structured method for recording a number of mandatory and optional data elements in a *computer-readable bibliographic record* for exchange purposes between two or more computer-based systems. The data elements of the format will also be useful for a single bibliographic agency which wishes to build its own format while remaining compatible with the CCF. In addition, use of the CCF data elements in non-computerized bibliographic systems will simplify computerization at a later date.

This document was not designed to be used as a manual by staff responsible for coding or otherwise preparing bibliographic descriptions for input to a computer system. Rather, it is a specification to permit systems designers to devise local procedures and computer programs so that they can exchange files in either direction with other organizations which may use the CCF. It is expected that the CCF will continue to be a valuable source for locally-produced input manuals and other specific kinds of staff aids.

This Second Edition of the CCF differs in only minor ways from the first. Data elements have been added to accommodate the practices of diverse bibliographic agencies; some explanations and definitions have been improved; and lists of codes have been enlarged and brought up to date. Much of this work has been carried out following the suggestions of users of the first edition. Users are encouraged to send questions about the application of the CCF and offer suggestions for further improvements and additions.

Wolfgang Löhner
Chief, Section for Infrastructures:
Standards, Tools and Data Bases
General Information Programme
Unesco

1 INTRODUCTION

1.1 History

1.2 Rationale

ERIC Full Text Provided by ERIC

1.1

HISTORY

In April 1978 the Unesco General Information Programme (Unesco/PGI) sponsored an International Symposium on Bibliographic Exchange Formats, which was held in Taormina, Sicily. Organized by the UNISIST International Centre for Bibliographic Descriptions (UNIBID) in co-operation with the International Council of Scientific Unions Abstracting Board (ICSU-AB), the International Federation of Library Associations and Institutions (IFLA), and the International Organization for Standardization (ISO), the Symposium was convened 'to study the desirability and feasability of establishing maximum compatibility between existing bibliographic exchange formats.' *

Immediately following the Symposium and as a direct result of it, Unesco/PGI formed the Ad hoc Group on the Establishment of a Common Communication Format (CCF), which included experts able to present the views of a broad spectrum of the information community. Members of this Group worked at meetings and through correspondence to produce a common bibliographic exchange format that would be useful both to libraries and other information services. At the start of its deliberations the Group decided:

- That the structure of the new format would conform to the international standard ISO 2709. **
- That the core record would consist of a small number of mandatory data elements essential to bibliographic description, identified in a standard manner.
- That the core record would be augmented by additional optional data elements, identified in a standard manner.
- That a standard technique would be devised for accommodating levels, relationships, and links between bibliographic entities.

In addition it was affirmed that the CCF should be more than merely a new format: it should be based on, and provide a bridge between, the major international exchange formats, while taking into account the International Standard Bibliographic Descriptions (ISBD) developed by IFLA.

Early in its deliberations the Group undertook a comparison of all of the data elements in The *Reference Manual,*[8] *UNIMARC,*[4] *ISDS Manual*[6] (formerly the *Guidelines for ISDS), MEKOF-2,*[2] ASIDIC/EUSIDIC/ICSU-AB/NFAIS *Interchange Specifications,*[1] and the *USSR-US Common Communication Format.*[9] With these six standard formats as a guide, the Group identified a small number of data elements which were used by virtually all information-handling communities, including both libraries and abstracting and indexing organizations. These commonly used data elements form the core of the CCF. A technique

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* International Symposium on Bibliographic Exchange Formats, Taormina, Sicily, 27-29 April 1978.[7] Within the text of the CCF, bibliographic references are given in brief form. Accompanying reference numbers refer to the complete citation, which is in Section 2.3 'Standards and references'.

** Within the text of the CCF, references to ISO standards are given in brief form. Full citations are given in Section 2.3 'Standards and references'.

was developed to show relationships between bibliographic records, and between elements within bibliographic records. The concept of the *record segment* was developed and refined, and a method for designating relationships between records, segments, and fields was accepted by the group. The first edition of *CCF: The Common Communication Format* was published in 1984.

Following its publication, bibliographic agencies in Asia, North and South America, and Europe developed national and local formats based on the CCF. In the process of implementing the format they recommended a number of minor changes; these have been incorporated into this new edition. In addition, a new document which discusses how various features of the CCF may be implemented is being prepared by Unesco. Also, since many bibliographic agencies use the AACR2 cataloguing rules, a guide to the use of the CCF for AACR2 cataloguers is under preparation.

1.2

RATIONALE

Within an information system, the records which form the database will usually exist in a number of separate but highly compatible formats. At the very least there will be:

- a format in which records will be input to the system
- a format best suited to long-term storage
- a format to facilitate retrieval, and
- a format (though more often, several) in which records will be displayed.

In addition, if two or more organizations wish to exchange records with one another, it will be necessary for each of these organizations to agree upon a common standard format for exchange purposes. Each must be able to convert to an exchange-format record from an internal-format record, and vice versa.

If in any country there is a single national standard exchange format, information interchange within that country will be greatly facilitated, both technically and economically. But if each nation's standard format is different from all others, then international information interchange among national bibliographic agencies will still be so complex as to be uneconomical, because of the number of computer programs that must written to accommodate the translation of records from one format to another.

At the present time many national standard exchange formats exist. Although a number of these formats are very similar to one another, others differ significantly. Rarely if ever are two national formats so completely alike that their records can be handled by the same computer programs.

The bibliographic descriptions carried by these formats also differ widely, according to their source. Many different kinds of agencies create bibliographic records. The goals of some of these differ greatly from the goals of others. Abstracting and indexing agencies, for example, tend to operate differently from most libraries, and must work within different limits and constraints. As a result, various kinds of rules for bibliographic description have come into common use, resulting in the creation and distribution of widely varying and, for the most part, incompatible bibliographic records contained within equally varied and incompatible formats.

In order to resolve the lack of uniformity among national standard formats, international standard exchange formats have been developed. Within the community of national libraries, the *UNIMARC*[4] format, which was developed to provide a single common denominator for exchange purposes, assumes that ISBD is the standard for the form of those data elements which describe the item. Similarly, the community of abstracting and indexing services is served by the UNISIST *Reference Manual,*[8] which prescribes its own content designators to be assigned to bibliographic descriptions of various types of materials. Both of these formats were designed to serve a limited range of institutions, a fact which is also true of the other international exchange formats listed in Section 1.1. In most cases these major formats define, organize and identify data elements in quite different ways, and rely on different sets of codes for use in their coded elements. Thus

it has not been practical to mix in a single file bibliographic records from different types of organizations and services. As a result, an organization receiving records from various agencies needs a separate set of computer programs to handle each type of record.

Clearly, this fragmentation of the information community into separate groups is detrimental to the progress that is being made towards establishing international networks of various types of bibliographic agencies. Also it stands in the way of programmes aimed at providing users with easy access to recorded information from a variety of sources. The CCF aims to facilitate the communication of bibliographic information among sectors of the information community by providing a common medium of exchange among them In this way its designers hope to assist the communication of bibliographic information among computer-based systems, large and small, around the world.

2 THE USE OF THE FORMAT

2.1 Scope and use

2.2 Definitions

2.3 Standards and references

2.4 Structure

2.5 Segments, links and levels

2.6 Character sets

2.7 Format extension

2.1

SCOPE AND USE

The CCF is designed to provide a standard format for three major purposes:

- To permit the exchange of bibliographic records between groups of libraries and abstracting and indexing services.
- To permit a bibliographic agency to use a single set of computer programs to manipulate bibliographic records received from both libraries and abstracting and indexing services.
- To serve as the basis of a format for an agency's own bibliographic database, by providing a list of useful data elements. To assist the development of individual systems, other Unesco documentation will provide implementation notes for the CCF, and a guide for AACR2 cataloguers who use the CCF.

These uses have been accommodated in the following ways:

- By specifying a small number of mandatory data elements which are recognized by all sectors of the information community as essential in order to identify an item. All of the data elements are listed in Section 3.
- By providing mandatory data elements that are sufficiently flexible to accommodate varying descriptive practices. A section entitled 'USE' for each field and subfield indicates whether the use of that data element is mandatory or optional.
- By providing a number of optional elements which may be useful to describe an item according to the practices of the agency which creates the record.
- By permitting the originating agency to include non-standard elements which are considered useful within its system even though they are not used by other agencies. Guidance for the designation of these elements is found in Section 2.7.
- By providing a mechanism for linking records and segments of records without imposing on the originating agency any uniform practice regarding the treatment of related groups of records or data elements. Segments and links are described in Section 2.5.

2.2

DEFINITIONS

For the purposes of this format, the following definitions apply:

base address of data - the location of the first character of the first datafield in a record, relative to the first character in the record.

bibliographic item - the physical object which is described by the data contained in a record segment. See also **target item, related item.**

bibliographic level - a designation assigned to a bibliographic item that indicates the placement of the item in a structure based on vertical relationships.

bibliographic record - a collection of specifically defined character strings, including a record label, a directory and bibliographic data describing one or more bibliographic items treated as one entity. A bibliographic record may contain one or more record segments.

character set - a set of characters (i.e. control characters and graphic characters such as letters, digits, and symbols) with their coded representation.

chronological relationship - the relationship in time between bibliographic items, such as the relationship of a serial to its predecessors and successors.

content designator - a code (i.e. tag, indicator, subfield identifier, occurrence identifier, etc.) which identifies or describes some attribute of a data element or group of data elements.

data element - the smallest unit of the bibliographic record that is explicitly identified. Within a datafield, a data element forms a subfield and is identified with a subfield identifier. Within the record label and directory, the data elements are identified by their character positions.

datafield - a variable-length portion of the bibliographic record containing a particular category of data associated with one entry in the directory. A datafield may contain one or more subfields. See also **mandatory field, repeatable field.**

directory - a table of entries, each of which gives the tag, length, location within the record, segment identifier, and occurrence identifier of one datafield.

field - see **datafield**.

field occurrence - each individual occurrence of a datafield. Each field occurrence is identified by an individual entry in the directory and identified in this entry by a character designated the field occurrence identifier.

field occurrence identifier - a single character, appearing in the directory, which differentiates multiple occurrences of the same datafield within the same record segment.

field separator - the final character of each occurrence of each datafield, and of the

directory. The field separator will always be character 1/14 of ISO 646.

horizontal relationship - the relationship between versions of an item in different languages, formats, media, etc.

indicators - the first two characters in each datafield, supplying further information about the contents of the field.

item - see **bibliographic item**.

label - the first 24 characters of each bibliographic record, providing parameters for the processing of the record.

level - see **bibliographic level**.

link or **linking** - a means of establishing and defining a relationship between datafields, between record segments, or between separate records.

mandatory field - a datafield which should appear in the record when the relevant information appears on the item or is otherwise known to the creator of the record.

mandatory subfield - a subfield which should appear in the record when the field within which it is found appears.

occurrence identifier - see **field occurrence identifier**.

primary segment - those datafields in the record which carry the bibliographic data for the target item. Every record contains one, and only one, primary segment Datafields in the primary segment carry the segment identifier '0' (zero).

record - see **bibliographic record**.

record label - the first 24 characters of each bibliographic record, providing parameters for the processing of the record.

record separator - the final character of each record. This will always be character 1/13 of ISO 646.

related item - a bibliographic item that has either a vertical or horizontal relationship with another item identified or described in a segment in a record. A related item is directly or indirectly related to the primary segment.

repeatable field - a datafield which may appear more than once in the same segment; a datafield which is not repeatable should not appear more than once in the same segment.

repeatable subfield - a subfield which may appear more than once in a single occurrence of the datafield to which it belongs; a subfield which is not repeatable may not appear more than once in any single occurrence of the datafield to which it belongs.

secondary segment - any segment contained in a record other than the primary segment.

segment - a group of datafields within a bibliographic record, all carrying the same segment identifier, which describe the same item.

segment identifier - a single character associated with each occurrence of a datafield and appearing in the directory entry for that occurrence, which identifies the segment to which the datafield belongs.

source format - the rules and/or conventions governing the representation in machine form of a record prior to its conversion to the CCF.

structure - the arrangement of the parts constituting a bibliographic record, or of the records constituting a reel of magnetic tape.

subfield - a separately identified part of a datafield containing a data element. See also **mandatory subfield, repeatable subfield**

subfield code - the second character of a subfield identifier; a letter or digit.

subfield identifier - two characters immediately preceding and identifying a subfield. The first character is named the subfield identifier flag; the second character is named the subfield code.

subfield identifier flag - the first character of a subfield identifier, which must always be character 1/15 of ISO 646. It is shown in this document as '@'.

tag - three characters appearing in the directory, associated with a datafield and used to identify it.

target item - the bibliographic item that is principal or primary, for the description of which the record was constructed. The target item is the one to which the bibliographic level code in character 7 of the label applies.

vertical relationship - the hierarchical relationship of the whole to its parts and the parts to the whole, such as an individual item to its series or a journal article to the journal.

2.3

STANDARDS AND REFERENCES

As far as possible, codes and other elements amenable to standardization which appear in the CCF incorporate standards issued by the International Organization for Standardization (ISO). Below are listed the standards, manuals, codes of practice, handbooks, and other standardizing publications to which reference is made in the CCF They are divided into two sections:

- ISO standards, in numerical order
- Other references, in alphabetical order

Standards published by the International Organization for Standardization are available from national standards organizations, or from the ISO Central Secretariat, Case postale 56, CH-1211 Genève 20, Switzerland. Many of the standards listed below appear in *Information Transfer : ISO Standards Handbook 1*. Second edition. Geneva: ISO; [Paris]: Unesco, 1982. This volume is available in either French or English from both ISO and Unesco.

2.3.1 ISO standards

ISO 4-1984. International Code for the Abbreviation of Titles of Periodicals.

ISO 646-1983. 7-Bit Coded Character Set for Information Processing Interchange.

ISO 1001-1986. Magnetic Tape Labelling and File Structure for Information Interchange.

ISO 2014-1976. Writing of Calendar Dates in All Numeric Form.

ISO 2022-1983. 7-bit and 8-bit Coded Character Sets - Code Extension Techniques.

ISO 2108-1978. International Standard Book Numbering (ISBN).

ISO 2375-1980. Procedure for Registration of Escape Sequences.

ISO 2709-1981. Format for Bibliographic Information Interchange on Magnetic Tape.

ISO 3166-1981. Codes for the Representation of Names of Countries.

ISO 3297-1986. International Standard Serial Numbering (ISSN).

2.3.2 References

1. ASIDIC/EUSIDIC/ICSU-AB/NFAIS. *Recommended Interchange Specifications for Computer Readable Bibliographic Data Bases*. April 1978.

2. International Centre for Scientific and Technical Information. *Communicative Format of Data Recording on Magnetic Tape. International Exchange Format; MEKOF-2.*

Moscow: International Centre for Scientific and Technical Information, 1979.

3. International CODEN Service. *International CODEN Directory.* [Microfiche] Columbus, Ohio: American Chemical Society, 1978- .

4. International Federation of Library Associations and Institutions. *UNIMARC: Universal MARC Format,* 2nd rev. ed. London: IFLA International Office for UBC, 1980.

5. International ISBN Agency. *The ISBN System: Users' Manual.* 2nd. ed. Berlin: The Agency, 1978.

6. International Serials Data System. *ISDS Manual.* Paris: ISDS International Centre, 1983.

7. *Towards a Common Bibliographic Exchange Format?* International Symposium on Bibliographic Exchange Formats, Taormina, Sicily, 27-29 April 1978. Proceedings edited by H. Dierickx and A. Hopkinson. Budapest: OMKDK-Technoinform; London: UNIBID, 1978.

8. Unesco. *UNISIST Reference Manual for Machine-readable Bibliographic Descriptions,* compiled by M. D. Martin. Paris: Unesco, 1974. There is now a third edition, compiled and edited by H. Dierickx and A. Hopkinson. Paris: Unesco, 1986.

9. USSR Council of Ministers, State Committee on Science and Technology (and) USSR State Public Library for Science and Technology. *Draft Implementation of the USSR-US Common Communication Format.* Moscow: 1978.

2.4

STRUCTURE

The record structure of the Common Communication Format constitutes a specific implementation of the international standard ISO 2709. Each CCF record consists of four major parts:

- Record label
- Directory
- Datafields
- Record separator

When building a physical volume (magnetic tape or disk) of bibliographic records, consideration must be given to the structure of the volume.

Each of these topics is covered below.

2.4.1 Record label

Each CCF record begins with a fixed-length label of 24 characters, the contents of which are as follows:

Character Position(s)	Contents
0 to 4	Record length. The length of the record includes the label, directory, datafields, and record separator. (Use of 5 characters for the record length permits records as long as 99,999 characters.)
5	Record status, using a code taken from the list of Record Status Codes shown in Section 4.1.
6	'b' (blank) This character position is not used.
7	Bibliographic level of the target item, using a code taken from the list of Bibliographic Level Codes shown in Section 4.2.
8	'b' (blank) This character position is not used.
9	'b' (blank) This character position is not used.
10	'2' The indicator length. This shows the number of indicator characters in each field.
11	'2' The subfield identifier length. This shows the number of characters used as the subfield identifier.
12 to 16	Base address of data. The location within the record at which the first datafield begins, relative to the first character in the record, which is designated character position '0' (zero).

17 to 19	'b' (blank) These character positions are not used.
20	'4' The length of 'Length of Datafield' in the directory. (Use of 4 characters permits datafields as long as 9,999 characters.)
21	'5' The length of 'Starting Character Position' in the directory.
22	'2' The length of implementation-defined section of each entry in the directory. Of the two characters, one is used for the Segment Identifier, the other for the Occurrence Identifier Both are explained below.
23	'b' (blank). This character position is not used.

2.4.2 Directory

The directory is a table containing a variable number of fourteen-character entries; the table is terminated by a field separator character. Each directory entry corresponds to an occurrence of a datafield in the record, and is divided into five parts:

- Tag
- Length of datafield
- Starting character position
- Segment identifier
- Occurrence identifier

Tag	A three-character code identifying the datafield which corresponds to the directory entry. In Section 3.2, the datafields are described; each is preceded by its tag.
Length of Datafield	A four-digit number showing how many characters are occupied by the datafield, including indicators and datafield separator but excluding the record separator code if the datafield is the last field in the record.
Starting Character Position	A five-digit number giving the position of the first character of the datafield relative to the base address of data, i.e. the first character of the first of the datafields.
Segment Identifier	A single character (chosen from 0-9 and/or A-Z) which designates the datafield as being a member of particular segment. For a discussion of record segmentation, see Section 2.5 'Segments, links and levels'.
Occurrence Identifier	A single character (chosen from 0-9 and A-Z) which differentiates multiple occurrences of datafields that carry the same tag within the same record segment.

A single directory entry is organized as follows:

TAG	LENGTH OF DATAFIELD	STARTING CHARACTER POSITION	SEGMENT IDENTIFIER	OCCURRENCE IDENTIFIER
3 characters	4 characters	5 characters	1 character	1 character

Here is an example of a directory entry:

300003300028910

In this example the tag encoded in the first three digits is '300', signifying that the datafield identified here is a Name of Person. The next four digits are '0033' showing that the datafield is 33 characters in length. '000289' shows that the datafield begins two-hundred eighty-nine characters after the base address of the data. The digit '1' shows that this datafield belongs to the second segment of the record; datafields belonging to the primary segment will carry the segment identifier '0'. The final digit, '0', indicates that this is the first occurrence of a datafield tagged 300 in segment 1.

2.4.3 Datafields

A datafield consists of:

- Indicators
- One or more subfields each of which is preceded by a subfield identifier
- A datafield separator

Indicators — Two bytes reserved for use as defined for each data field. These may supply further information about the contents of the datafield, or about the action required in certain data manipulation processes.

Subfields — A subfield consists of a subfield identifier followed by a data string, which is terminated by either another subfield identifier or a field separator. A subfield identifier consists of a subfield identifier flag (character 1/15 of ISO 646, shown in this document as '@') followed by one other character.

Datafield Separator — The datafield separator (character 1/14 of ISO 646) constitutes the final character of every datafield.

A datafield which has a single subfield will be organized as follows:

INDICATORS	SUBFIELD IDENTIFIER	SUBFIELD	FIELD SEPARATOR
2 characters	2 characters	variable	1 character

A datafield which has two subfields will be organized as follows:

INDICATORS	FIRST SUBFIELD IDENTIFIER	FIRST SUBFIELD	SECOND SUBFIELD IDENTIFIER	SECOND SUBFIELD	FIELD SEPARATOR
2 characters	2 characters	variable	2 characters	variable	1 character

Here is an example of a single datafield:

```
11@AStephenson@BM.S.@D1953-@E673■
```

The tag for this datafield, which is '300', appears in the entry which represents this field in the directory, not in the datafield itself. The first character appearing in the datafield, '1', is the first indicator, which means that this person has primary responsibility for the contents of the item described in this segment of the record. The second digit, '1', indicates that the form of the name which appears here comes from the authority file of the agency creating the record. The form of the name on the item may be different from the form given here. Subfield A preceded by its subfield identifier '@A', provides a significant element of the name of the person, in this case the family name. This is the data element by which the contents of this datafield will be ordered in a sequential index. Subfield B gives the remainder of the personal name. Subfield D gives a birth date, apparently taken from the authority file of the creating agency. Subfield E gives a three-digit code, '673', taken from a list of codes shown in section 4.8 of the CCF. This code indicates that the person identified in this datafield is the person who directed the research reported in the work. The datafield is terminated by a unique character, the field separator, which for convenience is shown here as '■'. The actual character, which has no printed representation assigned to it, is character 1/14 of ISO 646.

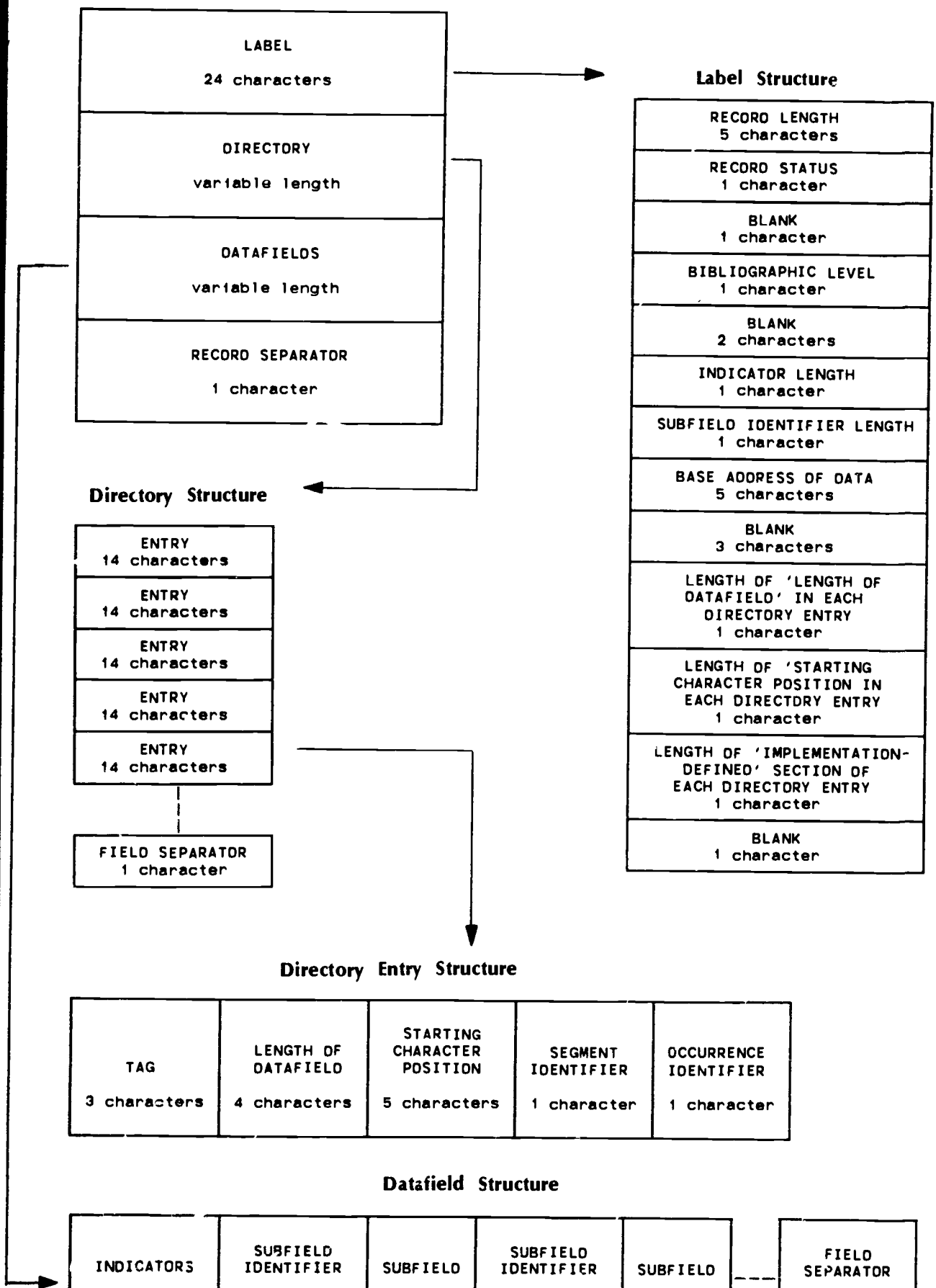
2.4.4 Record separator

The record separator (character 1/13 of ISO 646) is the final character of the record. It follows the field separator of the final datafield of the record.

2.4.5 Magnetic medium structure

Parties to an exchange will agree as to the size, recording density, etc. of the physical media to be exchanged. ISO 1001 should be consulted for guidance on magnetic tape labelling and file structure.

DIAGRAMMATIC REPRESENTATION OF THE CCF RECORD STRUCTURE



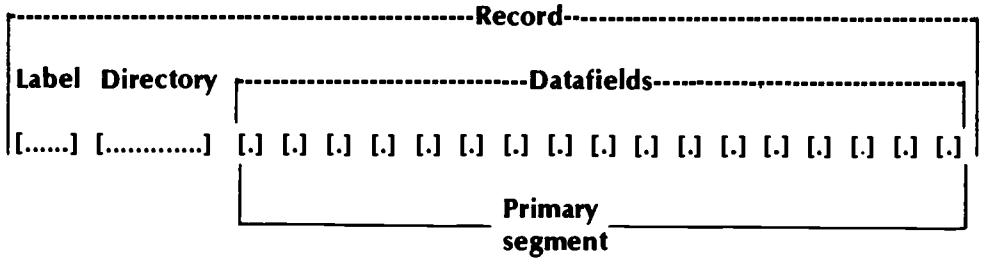
2.5

SEGMENTS, LINKS AND LEVELS

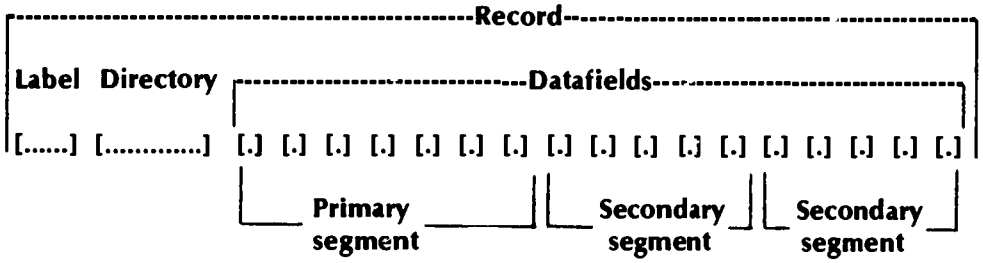
The CCF permits a single bibliographic record to contain descriptions of more than one item. The identification or description of each item occupies a single record segment. The item for which the record was primarily created is known as the *target item;* it occupies the *primary segment.* Other bibliographic entities identified or described in the same record occupy *secondary segments.* The relationships among the items described or identified are shown through *segment links.* In addition, within a single segment, related fields may be linked through *field links.* These concepts are described in more detail in the following sections.

2.5.1 Segments and their relationships

All of the fields which identify and/or describe a single bibliographic item constitute a segment. Often the record contains the description of a single item, in which case it will consist of a single segment, as shown in the diagram below.

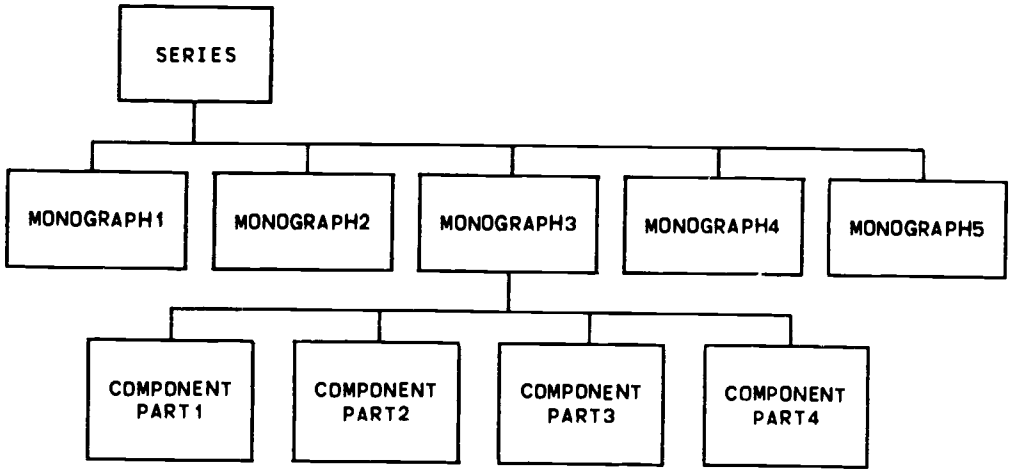


However, many bibliographic agencies describe, or at least identify, more than one item in a record. These may include a monograph and its series, a conference proceedings and one or more contributions appearing in it, a periodical's various titles over a period of time, etc. The inclusion of more than one item in a single bibliographic description requires the use of more than one segment in the record, as shown in the diagram below.



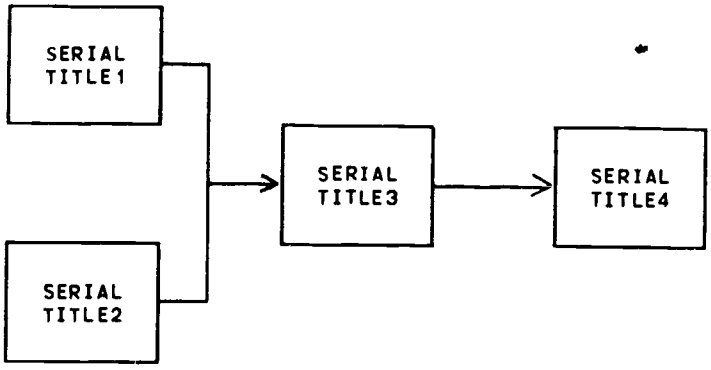
Two or more items will only appear in the same bibliographic record if they are related to one another. These relationships fall into two general categories: vertical and horizontal.

Vertical relationships. A relationship between two items is said to be vertical when one item exists at a higher bibliographic level than the other. This creates a hierarchical relationship. In general, serials occupy the highest bibliographic level; monographs are lower in the hierarchy; component parts are at the lowest level. Thus a chapter in a monograph is at a lower bibliographic level than the monograph in which it appears; a contribution to a serial is at a lower level than the serial which contains it; a monograph is at a lower level than the series to which it belongs.



The diagram above shows the hierarchical nature of vertically related bibliographical entities. Many agencies would include datafields identifying monograph 3 in a record whose primary purpose is to describe component part 2, and datafields identifying the series in a record whose purpose is to describe monograph 2. Some agencies would include datafields describing all of the component parts in a record describing monograph 3. Each of these cases would require that the record contain more than one segment.

Horizontal relationships. Two items are said to have a horizontal relationship when they are at the same bibliographic level. Horizontal relationships include the relationship between one item and another item issued with it; between versions of a work in different languages, formats, or media; and chronological relationships. Chronological relationships include the relationship in time between items, such as variant editions and reprints, earlier and later editions of the same item, and former and subsequent titles of the same serial item. A list of the most common kinds of horizontal relationships can be found in Section 4.13.



The diagram above shows one example of a horizontal relationship: serial title 1 and serial title 2 have merged to become serial title 3. Later, the title has been changed to serial title 4. Some agencies would include datafields identifying (but not describing) title 3 in a record whose primary purpose is to describe title 4. Some agencies would include complete descriptions of all four serial titles in a single record. Both of these cases would require that the record contain more than one segment.

2.5.2 Segment Links

The mechanism for linking one record segment to another within the same record consists of:

- A single character position in the directory entry, the *segment identifier,* which designates each field as being a member of a particular segment. This can be seen in the diagram and example shown in Section 2.4.2. The primary segment is always identified by the value '0' (zero), secondary segments by a value from 1-9, A-Z.

- The segment linking field which links the record segments. This datafield, which normally appears in the segment from which the link is made, shows the relationship between items in different segments. It consists of:

  — A subfield containing a segment relationship code identifying the specific nature of the relationship between the two segments.

  — A subfield containing a single digit code identifying the segment to which the link is being made. This code is the segment identifier which appears in the directory entry to identify the fields belonging to that segment.

- A field showing the bibliographic level of the item identified or described in the secondary segment, Field 015.

A segment linking field is constructed as follows:

INDICATORS	SUBFIELD IDENTIFIER	SEGMENT RELATIONSHIP CODE	SUBFIELD IDENTIFIER	SEGMENT IDENTIFIER CODE	FIELD SEPARATOR
2 characters	2 characters	2 characters	2 characters	1 character	1 character

Here is an example of a linking field:

00@A32@B0■

The tag for this field, which is 085, appears in an entry in the record directory where it is followed by a segment indicator showing the number of the segment to which it belongs, and its occurrence identifier. The tag shows that this field is used to show a horizontal relationship between two segments. In this example the indicators, the first two characters, are set at '0' (zero), since they are not used. Subfield A, identified by its subfield identifier ('@A'), contains '32', a code taken from Section 4.13 of the CCF. Code 32 indicates that the item described in this segment is an original work whose translation appears in the segment to which the link is made. Subfield B contains the code '0' (zero), which refers to the primary segment, showing that the translation of the work is described in that segment. The field ends with a field separator, shown here as '■'.

2.5.3 Linking fields

Five segment linking fields have been defined for use with CCF Two are for general use:

Field 080 General Vertical Relationship
Field 085 Horizontal Relationship

These two fields should be used to define the inter-segment relationships indicated by their titles. In addition, the following three special segment linking fields are defined for use in specific relationships, so that the nature of the relationship will be apparent in the directory entry. Since they constitute a special subset of relationships identified in Field 080, in all cases Field 080 may be used instead of these:

Field 081 Vertical Relationship from Monograph
Field 082 Vertical Relationship from Multi-Volume Monograph
Field 083 Vertical Relationship from Serial

2.5.4 Location of linking fields

The segment linking field is normally contained in only one of the two segments between which the relationship is to be established. In such cases, when the relationship is between the primary segment and a secondary segment, *the linking field is normally contained in the secondary segment.* When the relationship is between two secondary segments, the linking field is normally contained in the segment that, in either a direct or indirect line of horizontal or vertical relationship to the primary segment, is further from the primary segment. Thus a link between segments 0 and 1 would be contained in segment 1; a link between segments 3 and 5 would be contained in 5, etc.

Circumstances may require this pattern to vary. For example, it may be considered useful for reciprocal links to be established in both of the related segments.

Segment linking fields may occur more than once within the same segment to indicate multiple relationships between segments.

2.5.5 Secondary segments

Any defined fields may occur in a secondary segment except for Field 001, the Record Identifier, which ISO 2709 stipulates may only appear once in each record. When the record identifier (control number) of a related item appears in a secondary segment, either with or instead of descriptive data for that item, Field 010 is used for that control number.

Two kinds of secondary segments may appear in a record: an identifying segment that *refers to* a description, and a descriptive segment that *contains* a description.

Identifying segments. When a secondary segment *refers to,* or identifies the related bibliographic item, the segment normally contains only three fields:

- A record identifier field (Field 010)
- The bibliographic level of the linked record (Field 015)
- A segment linking field (Field 080, 081, 082, 083, or 085)

In this case the description of the item appears in another record in the database -- the record whose identifier appears in Field 010.

Descriptive segments. A segment that *contains* the description of the related item may contain a record identifier field (Field 010). It will also contain the bibliographic level of the linked record (Field 015) and fields identifying the author, title, etc. of the related item. It may also contain a Field 510, Note on Bibliographic Relationship, which is used to express in free-text a description of the relationship between the two items.

2.5.6 Field to field links

When two or more fields in a single segment are related to one another, this relationship can be shown in a field to field link. The mechanism for linking two or more fields consists of:

- A single character in the directory entry, the *occurrence identifier*, which differentiates multiple occurrences of fields within the same record segment that carry the same tag value. This can be seen in the diagram and example shown in Section 2.4.2.

  The value '0' (zero) is reserved to identify the first occurrence of a field with a given tag value within the record segment. For each additional occurrence of a field with the same tag value in the same record segment, the field occurrence value may be 1 to 9 and/or A to Z

- A linking field (Field 086) which links together the fields that are related. The field linking field, which is variable in length, consists of:

  — A subfield containing a five-character code consisting of the tag, segment identifier, and field occurrence identifier assigned to the first of the related fields;

  — A subfield containing a field relationship code showing the specific nature of the relationships between the related fields;

  — A subfield containing one or more five-character codes (repeated as required to accommodate multiple fields), each consisting of a tag, segment identifier, and field occurrence identifier, identifying the remaining related fields.

A field linking field (Field 086) which links a single field with one other field is constructed as follows:

INDICATORS	SUBFIELD IDENTIFIER	FIELD LINKED FROM	SUBFIELD IDENTIFIER	RELATIONSHIP CODE	SUBFIELD IDENTIFIER	FIELD LINKED TO	FIELD SEPARATOR
2 characters	2 characters	5 characters	2 characters	2 characters	2 character	5 characters	1 character

Here is an example of a field linking field:

00@A10000@BPN@C40001■

The tag for this field, which is 086, appears in an entry in the directory. The first two characters, the indicators, are both '0' (zero). Subfield A contains the digits '10000' which are the tag, segment identifier, and field occurrence identifier of the field from which the link is made. The field identified in Subfield A has tag 100, is in segment 0 (the primary segment), and is the first occurrence (occurrence zero) of field 100 in that segment. Tag

100 is used to identify a field containing an International Standard Book Number (ISBN). Subfield B contains the code 'PN', which is taken from the list of field linking codes found in Section 4.10 of the CCF. This code indicates that the link is between an ISBN (found in field 100) and a publisher. Subfield C contains the field to which the link is made. The digits '40001' show that the field has tag 400, which is used to contain the name and place of a publisher. The field is in segment zero (the first segment, known as the primary segment), and is the second occurrence (occurrence 1) of field 400 in that segment. The field ends with a field separator character, shown here as '■'.

2.5.7 Examples

The following examples have been selected to illustrate linking, and have therefore been kept brief. In general, optional elements have not been included beyond what is necessary to identify the items. Because the fields shown here were not created by a real bibliographic agency, in each case the source of record (Field 020) has been replaced by dashes. The tag, segment identifier, and occurrence identifier are shown with the datafield they identify rather than in a separate directory.

EXAMPLE 1. This is the simplest kind of CCF record. It describes a single bibliographic item, a monograph, appearing in a single segment. The bibliographic level code 'm' for monograph will appear in the record label as character 7. Since the creating agency wishes to record the name of the series of the monograph without treating the series as a separate item, the series name appears in Field 480 in the primary segment. Neither secondary segments nor linking fields are used.

DIRECTORY ENTRIES				RECORD CONTENT
Tag	Length & Start	Seg Iden	Occur Iden	Data Fields
001	.....	0	0	6042284259
020	.....	0	0	00@------
021	.....	0	0	11@AB
022	.....	0	0	10@A19870214
030	.....	0	0	00@B2
040	.....	0	0	00@Aeng
200	.....	0	0	01@AFourth international conference on low-volume roads
400	.....	0	0	00@AWashington, D.C.@BTransportation Research Board. National Research Council.
440	.....	0	0	40@A19870000
460	.....	0	0	00@A2 vols
480	.....	0	0	00@ATransportation Research Record@C1106 @D0361-1981

EXAMPLE 2. This is a record for a contribution to a conference proceedings. The contribution (the target item) appears in the primary segment (Segment 0). The conference proceedings are described in a secondary segment (Segment 1), and the series to which the conference proceedings belong is identified, but not described, in another secondary segment (Segment 2). The description of the series apparently forms another record whose identifier appears in Field 010 of Segment 2. Each secondary segment contains a linking field (tags 081 and 083) showing its relationship to the previous segment. Within the primary segment, field linking fields (tag 086) are used to show the relationships among the three authors and two affiliations. The bibliographic level code appearing as character 7 in the record label is 'a', since the primary segment describes a component part.

DIRECTORY ENTRIES			RECORD CONTENT
Tag	Length & Start	Seg Iden / Occur Iden	Data Fields
001	.....	0 / 0	88-83034
020	.....	0 / 0	00@------
021	.....	0 / 0	11@AB
022	.....	0 / 0	10@A19870327
030	.....	0 / 0	00@B2
040	.....	0 / 0	00@Aeng
086	.....	0 / 0	00@A30000@BAA@C33000
086	.....	0 / 1	00@A30001@BAA@C33001
086	.....	0 / 2	00@A30002@BAA@C33001
200	.....	0 / 0	00@ADevelopment of geometric design standards for low-volume roads in Canada
300	.....	0 / 0	00@ABews@BD
300	.....	0 / 1	00@ASmith@BG
300	.....	0 / 2	00@ATencha@BG
330	.....	0 / 0	01@ADepartment of Northern Development@BTransportation Division@DOttawa, Ontario K1A 0H4 Canada
330	.....	0 / 1	00@AUMA Engineering@D1479 Buffalo Place, Winnipeg, Manitoba R3T 1L7 Canada
490	.....	0 / 0	00@AVol. 2@B225-234
015	.....	1 / 0	00@Am
081	.....	1 / 0	00@B0
200	.....	1 / 0	00@AFourth international conference on low-volume roads
400	.....	1 / 0	00@AWashington, D.C.@BTransportation Research Board. National Research Council.

```
440 ...... 1    0    00@A19870000

460 ...... 1    0    00@A2 vols

010 ...... 2    0    00@A4982703

015 ...... 2    0    00@As

083 ...... 2    0    00@A02@B1
```

EXAMPLE 3. The record below is the same one which appears as Example 2 above, shown as it would be recorded in machine-readable form. Blanks are represented here by a hollow square, field separators by a solid square, and the record separator by the character '#'. The starting character of each directory entry and field has been numbered to show the two numbering systems used. The first count starts at the beginning of the record where the first character is numbered 0. The second begins immediately following the field separator at the end of the directory. This location, the 'base address of data', is the starting point for numbering the starting character position of each datafield, which is shown in each directory entry.

```
        0 0 9 9 8 n ¤ a ¤ ¤ 2 2 0 0 3 7 5 ¤ ¤ ¤ 4 5 2 ¤ | 0 0 1 0 0 0 9
        0                                                  | 24
0 0 0 0 0 0 0 | 0 2 0 0 0 1 0 0 0 0 0 9 0 0 | 0 2 1 0 0 0 6 0 0 0 1 9 0 0
                | 38                          | 52
0 2 2 0 0 1 3 0 0 0 2 5 0 0 | 0 3 0 0 0 0 6 0 0 0 3 8 0 0 | 0 4 0 0 0 0 8
66                            | 80                          | 94
0 0 4 4 0 0 | 0 8 6 0 0 2 1 0 0 0 5 2 0 0 | 0 8 6 0 0 2 1 0 0 0 7 3 0 1
                | 108                         | 122
0 8 6 0 0 2 1 0 0 0 9 4 0 2 | 2 0 0 0 0 7 7 0 0 1 1 5 0 0 | 3 0 0 0 0 1 2
136                           | 150                         | 164
0 0 1 9 2 0 0 | 3 0 0 0 0 1 3 0 0 2 0 4 0 1 | 3 0 0 0 0 1 4 0 0 2 1 7 0 2
                | 178                         | 192
3 3 0 0 0 9 6 0 0 2 3 1 0 0 | 3 3 0 0 0 7 6 0 0 3 2 7 0 1 | 4 9 0 0 0 2 0
206                           | 220                         | 234
0 0 4 0 3 0 0 | 0 1 5 0 0 0 6 0 0 4 2 3 1 0 | 0 8 1 0 0 0 6 0 0 4 2 9 1 0
                | 248                         | 262
2 0 0 0 0 5 6 0 0 4 3 5 1 0 | 4 0 0 0 0 8 0 0 0 4 9 1 1 0 | 4 4 0 0 0 1 3
276                           | 290                         | 304
0 0 5 7 1 1 0 | 4 6 0 0 0 1 1 0 0 5 8 4 1 0 | 0 1 0 0 0 1 2 0 0 5 9 5 2 0
                | 318                         | 332
0 1 5 0 0 0 6 0 0 6 0 7 2 0 | 0 8 3 0 0 1 0 0 0 6 1 3 2 0 ■ | 8 8 - 8 3 0
346                           | 360                         | 375=0
3 4 ■ | 0 0 @ - - - - - - ■ | 1 1 @ A B ■ | 1 0 @ A 1 9 8 7 0 3 2 7 ■ | 0 0 @
        | 9                   | 19          | 25                          | 38
B 2 ■ | 0 0 @ A e n g ■ | 0 0 @ A 3 0 0 0 0 @ B A A @ C 3 3 0 0 0 ■ | 0 0 @
        | 44                  | 52                                         | 73
A 3 0 0 0 1 @ B A A @ C 3 3 0 0 1 ■ | 0 0 @ A 3 0 0 0 2 @ B A A @ C 3 3
                                      | 94
0 0 1 ■ | 0 0 @ A D e v e l o p m e n t ¤ o f ¤ g e o m e t r i c ¤ d e
          | 115
s i g n ¤ s t a n d a r d s ¤ f o r ¤ l o w - v o l u m e ¤ r o a d s
¤ i n ¤ C a n a d a ■ | 0 0 @ A B e w s @ B D ■ | 0 0 @ A S m i t h @ B G
                      | 192
■ | 0 0 @ A T e n c h a @ B G ■ | 0 1 @ A D e p a r t m e n t ¤ o f ¤ N o
    | 217                         | 231
r t h e r n ¤ D e v e l o p m e n t @ B T r a n s p o r t a t i o n ¤
D i v i s i o n @ D O t t a ' a , ¤ O n t a r i o ¤ K 1 A ¤ 0 H 4 ¤ C
```

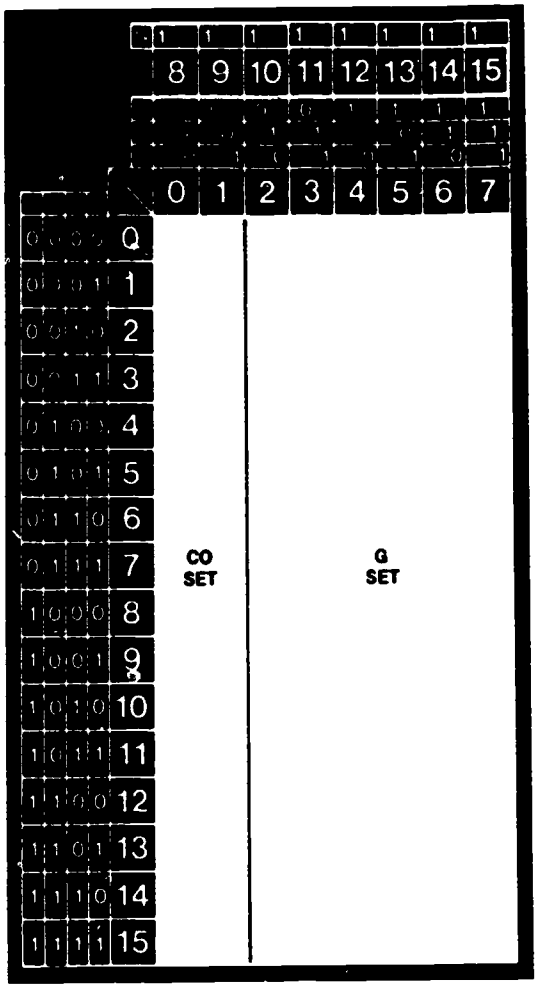
anada ■ 00@AUMA¤Engineering@D1479¤Buf
ffalo¤Place,¤Winnipeg,¤Manitoba¤R3T
¤1L7¤Canada■00@AVol.¤2@B225-234■00@
Am■00@B0■00@AFourth¤international¤c
onference¤on¤low-volume¤roads■00@AW
ashington,¤D.C.@BTransportation¤Res
earch¤Board.¤National¤Research¤Coun
cil■00@A19870000■00@A2¤vols■00@A498
2703■00@As■00@A02@B1■#

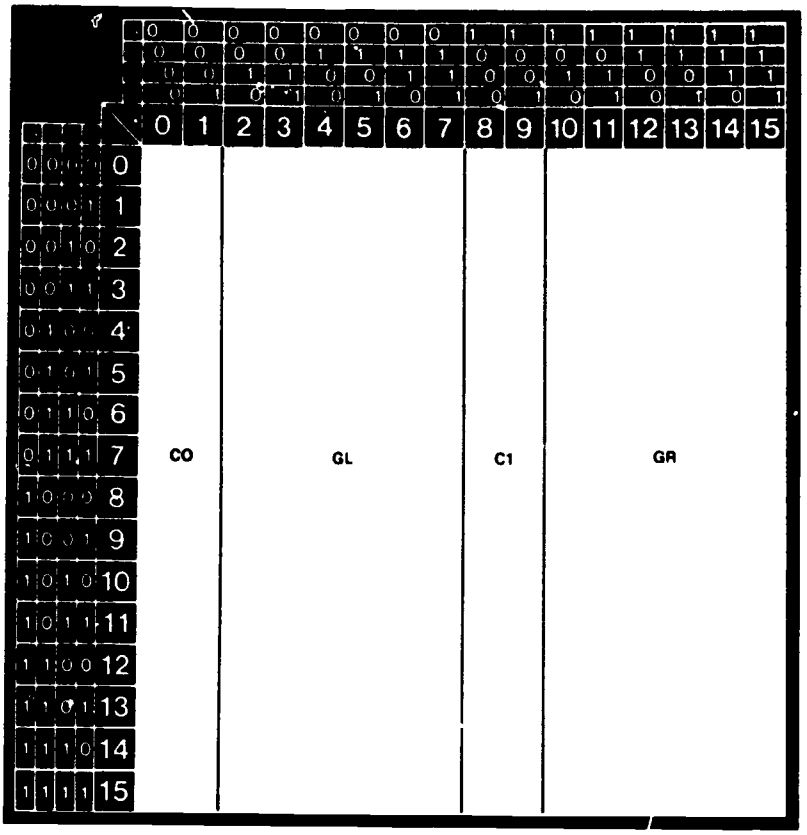
2.6

CHARACTER SETS

The *graphic characters* (numbers, letters, and other symbols) that are found in bibliographic records are represented in computers and on magnetic storage media as units of 7 or 8 bits (each bit having a 0 or 1 value) whose representation is governed by a variety of standards. The basic standard for the Roman alphabet character set is ISO 646, which lists codes for most of the characters required for the Roman alphabet-based languages, including a number of combinations of bits which are left free for different national agencies to assign according to their own requirements. Usually 7 bits are used to define each character, which gives a possibility of 128 unique combinations; alternatively, 8 bits are used permitting 256 combinations. In either case, a number of the combinations are reserved for special purposes and cannot be used for graphic characters. These reserved combinations are called *control functions*. The first 32 character positions are reserved for control functions, along with the 33rd and 128th positions, leaving 94 combinations for the representation of graphic characters. See, for example, the 7-bit (128-combination) character sets shown in the diagram below and in the examples at the end of this section.

A 7-bit set is conventionally displayed in 8 columns of 16 rows, as shown below.





An 8-bit set is displayed with two such tables side by side, the tables being designated as left-hand page (columns 00-07) and right-hand page (columns 08-15), as shown above. The first two columns of the right-hand page (08-09) are identical to the first two columns of the left-hand page (00-01), since these are reserved for control functions. This leaves 94 combinations on each page (in columns 02-07 and 10-15) that can be allocated to graphic characters. Each standard character set is registered with ISO according to ISO 2375 and given a unique identification code by which the computer may identify it.

Use of code sets according to the procedures specified in ISO 2022 requires first the *designation* of the sets, then the *invocation* of a designated set as the *working* set. For both 7-bit and 8-bit codes, two sets of control functions and four graphic character sets may be in a designated status at any given time. The two designated control sets are called the C0 and C1 sets, while the designated graphic sets are called the G0, G1, G2, and G3 sets. In 7-bits, two C sets and one G set may have working status at a given time. The following sections specify the designation and invocation of code sets in the CCF.

2.6.1 Control Function Sets

The C0 control function set is fixed for the CCF. Thus it does not need to be designated or invoked in the record.

The C0 set is the set of 32 control functions defined in ISO 646. This set contains *control* characters which control computer-based operations rather than *graphic* characters intended to be printed; they include the first character of the subfield identifier, field separator, and record separator. One additional control function set may be designated as C1 in Field 030, Subfield A. Because designation and invocation are carried out with a single procedure for control functions, the C1 set is then available for use throughout a CCF record.

In a 7-bit record, the characters from the C1 set are represented by the two characters 'ESC F' where ESC is the 1/11 control set function in the C0 set and F is a bit combination from columns 4 and 5. The F bit combinations associated with each of the functions are specified by ISO at the time the set is registered. Note especially that in a 7-bit environment the 'ESC F' *substitutes* for the code table bit combinations.

In an 8-bit record, the C1 set resides in columns 08 and 09, and the functions are represented by their code table bit combinations.

2.6.2 Additional Control Function Sets

In some records more than the two control sets may be required. While the additional control sets are identified in Subfield F of Field 030, they are not designated there. Thus, when used they require designation prior to invocation. Additional control sets are designated and invoked as C1 sets through an escape sequence in the form 'ESC 2/2 F' where F is a bit combination from columns 2-3 that is assigned by ISO when the set is registered.

When in a field an additional control set has been designated and invoked, the original default C1 control set specified in Subfield A of Field 030 should be redesignated and invoked at the end of that field before the field separator by using the 'ESC 2/2 F' escape sequence, where F is associated with the default set.

2.6.3 Graphic Character Sets

The G0 graphic set for the CCF is always ISO 646. All of the characters in the record label and the directory, and the characters used in the coded data elements, are from ISO 646, as are the field indicators and subfield codes. Thus a record always begins with ISO 646 as the working set, and this is verified by the designation of ISO 646 in Subfield B of Field 030. Up to three additional graphic sets may be designated as G1, G2, and G3 in Subfield C, D, and E of Field 030. If no more than four sets are used in a record, the contents of Field 030 are sufficient to designate the graphic sets. Note that since the record label and directory are coded using ISO 646, the G1, G2, and G3 designations in Field 030 can be accessed before any additional graphic sets are encountered in the record.

2.6.4 Graphic characters in a 7-bit environment

The G0 (ISO 646) set must be the working set at the end of each subfield and field, since the succeeding subfield codes or directory processing require ISO 646 as the working graphic set. This shift 'back in' to the G0 set should take place before the subfield code or field separator.

In a 7-bit record, the four designated sets are invoked using the following locking shifts:

Acronym	Full Name	Bit Combinations	Set Invoked
SI	Locking shift in	0/15	G0
SO	Locking shift out	0/14	G1
LS2	Locking shift two	ESC 6/14	G2
LS3	Locking shift three	ESC 6/15	G3

These shifts are locking, so the set invoked remains the working set until another set is specified by a shift function.

In 7-bits, a non-locking invocation of single characters from the designated G2 or G3 set is also possible. The following non-locking shifts are defined:

Acronym	Full Name	Bit Combinations	Set Invoked
SS2	Single shift two	ESC 4/15	G2
SS3	Single shift three	ESC 4/14	G3

There is no need to reinvoke the working set after the single shifts as it is automatically reinstated after one character from the G2 or G3 set.

2.6.5 Graphic Characters in an 8-bit Environment

In an 8-bit code record the four designated sets are invoked using the following locking shifts:

Acronym	Full Name	Bit Combinations	Set Invoked Into Columns
LS10	Locking shift zero	00/15	G0/02-07
LS1	Locking shift one	00/14	G1/02-07
LS1R	Locking shift one right	ESC 7/14	G1/10-15
LS2	Locking shift two	ESC 6/14	G2/02-07
LS2R	Locking shift two right	ESC 7/13	G2/10-15
LS3	Locking shift three	ESC 6/15	G3/02-07
LS3R	Locking shift three right	ESC 7/12	G3/10-15

Since these shifts are locking, the set invoked remains the working set until another set is invoked by a shift function.

The G0 set must be the working set in columns 02-07 at the end of each subfield and each field. The shift back to the G0 set when it has temporarily been displaced should occur before the subfield delimiter or field separator. The G1 set designated in Subfield C of Field 030 is considered the default set for columns 10-15; thus it should always be restored at the end of a field that has shifted another set into those columns.

In 8-bits, a non-locking invocation of single characters from the designated G2 and G3 sets is possible. The following non-locking sets are defined:

Acronym	Full Name	Bit Combinations	Set Invoked Into Columns
SS2	Single shift two	08/15	G2/02-07
SS3	Single shift three	08/14	G3/02-07

There is no need to reinvoke the appropriate working set after the single shifts as it is automatically reinstated after one character from the G2 or G3 set. Single graphic characters are always invoked into columns 02-07.

2.6.6 Additional Graphic Sets

In some instances more than the four graphic sets designated in Field 030 may be required in a record. While those additional sets are identified in Subfield G of Field 030, they are not designated there; thus when used they require designation before invocation. Additional sets may be substituted for the sets designated in Field 030 through an escape sequence in the form 'ESC I F', where I is the intermediate character and F is the final character.

I, which may be one or more characters in length, indicates the G designation of the set to be changed, as follows:

Single Byte per Character	Multiple Bytes per Character	Designation
2/8 or 2/12	2/4 or 2/4 2/12	G0
2/9 or 2/13	2/4 2/9 or 2/4 2/13	G1
2/10 or 2/14	2/4 2/10 or 2/4 2/14	G2
2/11 or 2/15	2/4 2/11 or 2/4 2/15	G3

F, the final character, indicates the graphic set being designated. It is a bit combination that is assigned by ISO when the set is registered.

If a fifth, or further, graphic set is needed in a CCF field, it must first be designated through the escape sequence, then invoked with shift functions as specified in previous sections. When in a field an additional set has been designated and invoked, the original set specified in the field should be redesignated via an escape sequence prior to the field separator. When a field ends, the G0, G1, G2, and G3 designated sets must be those specified in Field 030.

2.6.7 Example 1

The title **Methods for solving (A - λB)x=0** includes not only letters and symbols that appear in the basic Roman character set, but also a Greek letter, lambda, whose code is found in the Greek alphabet character set for bibliographic use (ISO 5428-1980). The use of more than one character set for this data element requires the designation of the additional set in Field 030, and its invocation and use in the title in Field 200.

Designation of the character sets to be used takes place in Field 030, Character Sets Used in Record. The first of the two character sets to be designated will be the default Roman set, which is listed as set number 2 in the character set codes shown in Section 4.3, and will be designated as set G0. The second set will be the Greek set, which is listed as set number 55 and will be designated G2. The G0 set must appear in Subfield B and the G2 set in Subfield D. Thus the contents of Field 030 will be:

```
00@B2@D55
```

Invocation of the second occurs in the title field (Field 200) where it is used. Since only a single character from the G2 set is needed, the shift (in this case SS2, as shown in Section 2.6.4) is non-locking, which means that the shift affects only the following character, after which the character set reverts automatically to the default set. The characters 'ESC 4/15' which are required to express SS2 appear in the appropriate place in Field 200. The contents of Field 200 are shown below. The column/row codes are shown, with the graphic characters appearing below.

```
4/13 6/5  7/4  6/8  6/15 6/4  7/3  2/0  6/6  6/15 7/2  2/0
 M    e    t    h    o    d    s         f    o    r

7/3  6/15 6/12 7/6  6/9  6/14 6/1  2/0  2/8  4/1  2/0  2/13
 s    o    l    v    i    n    g         (    A         -
```

2/0	1/11	4/15	6/4	4/2	2/9	7/8	3/13	3/0
	ESC	SS2	λ	B	)	x	=	0

Here we see the 'escape' code (1/11) followed by the SS2 code (4/15); this combination is used to escape from the G0 set (the Roman alphabet) to the G2 set (the Greek alphabet). The code for a lower-case lambda, which is 6/4, is taken from set number 55 (the G2 set) which appears in ISO 5428-1980. The remaining characters are all from ISO 646.

2.6.8 Example 2

The French title Sommaire de la théorie de $\Sigma\pi$ includes a diacritic as well as two Greek letters. To handle these characters, two character sets must be used in addition to the default set.

Designation of the character sets takes place in Field 030. The default set, number 2, must be designated as set G0 in Subfield B. The Greek character set, number 55, will become the G1 set shown in Subfield C. The set containing the diacritics (ISO 5246-1980) is set number 53, which will be shown as the G2 set in Subfield D. Therefore the contents of Field 030 will be as follows:

```
00@B2@C55@D53
```

Invocation of the sets requires the use of two different techniques. Since the diacritic is a single character, non-locking shift SS2 can be used to produce it, after which the working set automatically becomes the default set. The codes 1/11 and 4/15 are used to produce this shift. But the two successive Greek characters are more appropriately handled by a locking shift, which requires the use of one shift to move from the default set to the Greek set, and another shift to return to the default set. According to the table shown in Section 2.6.4, shift SO must be used to reach the G1 set (the Greek characters), and shift SI must be used to shift back to the default G0 set. Note that the SI shift *must* be used prior to the end of the data element, since the subfield code that follows this title must be expressed in the G0 default character set. The contents of Field 200 are shown below.

5/3	6/15	6/13	6/13	6/1	6/9	7/2	6/5	2/0	6/4	6/5	2/0
S	o	m	m	a	i	r	e		d	e	

6/12	6/1	2/0	7/4	6/8	1/11	4/15	4/2	6/5	6/15	7/2	6/9
l	a		t	h	ESC	SS2	´	e	o	r	i

6/5	2/0	6/4	6/5	2/0	0/14	7/3	6/4	0/15
e		d	e		SO	Σ	π	SI

ISO 646
International Reference Version Graphic Character Set

(Registration Number 2)

b_7	b_6	b_5	b_4	row \ column	0	1	2	3	4	5	6	7
0	0	0	0	0	NUL	TC1 (DLE)	SP	0	@	P	`	p
0	0	0	1	1	TC2 (SOH)	DC1	!	1	A	Q	a	q
0	0	1	0	2	TC3 (STX)	DC2	"	2	B	R	b	r
0	0	1	1	3	TC4 (ETX)	DC3	#	3	C	S	c	s
0	1	0	0	4	TC5 (EOT)	DC4	¤	4	D	T	d	t
0	1	0	1	5	TC6 (ENQ)	TC8 (NAK)	%	5	E	U	e	u
0	1	1	0	6	TC7 (ACK)	TC9 (SYN)	&	6	F	V	f	v
0	1	1	1	7	BEL	TC10 (ETB)	'	7	G	W	g	w
1	0	0	0	8	FE0 (BS)	CAN	(	8	H	X	h	x
1	0	0	1	9	FE1 (HT)	EM	)	9	I	Y	i	y
1	0	1	0	10	FE2 (LF)	SUB	*	:	J	Z	j	z
1	0	1	1	11	FE3 (VT)	ESC	+	;	K	[	k	{
1	1	0	0	12	FE4 (FF)	IS4 (FS)	,	<	L	\	l	|
1	1	0	1	13	FE5 (CR)	IS3 (GS)	-	=	M	]	m	}
1	1	1	0	14	SO	IS2 (RS)	.	>	N	^	n	~
1	1	1	1	15	SI	IS1 (US)	/	?	O	_	o	DEL

Basic Cyrillic Graphic Character Set

(Registration Number 37)

				b_7	0	0	0	0	1	1	1	1
				b_6	0	0	1	1	0	0	1	1
				b_5	0	1	0	1	0	1	0	1
b_4	b_3	b_2	b_1		0	1	2	3	4	5	6	7
0	0	0	0	0				0	ю	п	Ю	П
0	0	0	1	1			!	1	а	я	А	Я
0	0	1	0	2			"	2	б	р	Б	Р
0	0	1	1	3			#	3	ц	с	Ц	С
0	1	0	0	4			¤	4	д	т	Д	Т
0	1	0	1	5			%	5	е	у	Е	У
0	1	1	0	6			&	6	ф	ж	Ф	Ж
0	1	1	1	7			'	7	г	в	Г	В
1	0	0	0	8			(	8	х	ь	Х	Ь
1	0	0	1	9			)	9	и	ы	И	Ы
1	0	1	0	10			*	:	й	з	Й	З
1	0	1	1	11			+	;	к	ш	К	Ш
1	1	0	0	12			,	<	л	э	Л	Э
1	1	0	1	13			-	=	м	щ	М	Щ
1	1	1	0	14			.	>	н	ч	Н	Ч
1	1	1	1	15			/	?	о	ъ	О	

2.7

FORMAT EXTENSION

The data elements presented in this document are a subset of the total number which exist in national and international bibliographic formats. They represent the set which must be present in an international format which is to handle records prepared by any bibliographic agency.

For specialized local use, and for the preparation of records describing specialized kinds of materials (e.g., films, computer software, sound recordings), other data elements or codes will be needed in addition to these. Additional elements and codes can be added unilaterally, although such modifications may make it impossible to exchange records with other CCF users.

Where extension of the format is desired beyond what is shown in this document, the following guidelines are recommended:

- added field tags should begin with a capital letter (A-Z). If the fields are of general bibliographic interest, the tags should be composed of a capital letter followed by two numbers. If the field is of purely local interest, the tag should be entirely alphabetic.
- added indicators should consist of capital letters.
- added subfield identifiers should consist of numbers.
- added codes should start with a letter whenever the CCF code is numeric, and a number when the CCF code is alphabetic.

3 DATA ELEMENTS

3.1 Treatment of data elements

3.2 Data elements and examples of their use

3.1

TREATMENT OF DATA ELEMENTS

The data elements shown in Section 3.2 are presented in numerical order by three-digit tag, in a consistent style which provides the following information:

DESIGNATION AND NAME — the three-digit tag which identifies the datafield, followed by the name of the datafield.

DEFINITION — definition of the datafield.

REPRESENTATION — the form in which the datafield will be represented in the record. This is an area where, with few exceptions, standardization is lacking; database producers have adopted conventions based in many instances on long- standing practices which would be difficult to standardize. In the case of certain elements, standards do exist but have not been formally accepted throughout the entire information community. However, some similar practices can often be found even in databases which are aimed at different audiences. For example, most agencies preparing records take the title from the item itself; when for one reason or another they do not, they indicate this, typically by the use of square brackets.

The International Standard Bibliographic Description (ISBD), which is a *de facto* standard followed by many bibliographic agencies, prescribes (1) content, (2) form, and (3) punctuation for the descriptive elements of records. Content consists of a set of data elements which should be present in the record when available on the item; form usually means the data as it is found on the item; punctuation is prescribed to facilitate the identification of each separate data element in the record. The content of ISBD has been taken into account by including in the CCF the ISBD data elements necessary for books and serials. The form has been taken into account by employing an indicator to show that the form of a data element is as on the item, as prescribed by ISBD. Generally, no prescription is made in the CCF for punctuation.

Punctuation in any bibliographic record, whether following ISBD or not, is mainly used to indicate boundaries between data elements. Therefore it is usual to omit it in machine-readable records at the end of a field or subfield, since the end of the field or subfield indicates the boundary. The appropriate punctuation can be added by computer program when the record is displayed.

In certain datafields, detailed instructions as to form of data are given. These are datafields where standards exist (e.g. international standard numbers) or where processing requirements demand a specific form, such as the linking fields (Fields 080 to 086). In those datafields which will contain data formulated according to the rules and practices used by the agency creating the record, an instruction is used to indicate this.

USE — whether the datafield is mandatory or optional, whether it can be repeated in the record, whether it may occur only in certain parts of the record, etc. The

terms 'not repeatable' and 'mandatory' apply to the segment rather than the entire record, with the sole exception of Field 001. Fields designated 'not repeatable' should occur no more than once in each relevant segment.

INDICATORS — how the indicators associated with the field are to be used. Indicators appear in the record as the first two bytes of each data field. When no specific value is assigned to an indicator, '0' (zero) will appear.

NOTE — any comments which are required to explain the ways in which this datafield is use in a CCF record. This heading appears in only a few field descriptions.

SUBFIELDS — the subfield(s) that form elements within the datafield. The subfields, lettered from A to Z, are presented in sections in the same way as each field: Name, Definition, Representation and Use. The section 'Use' shows whether an element is mandatory or optional, and whether it may or may not be repeated within a single occurrence of the field. Each subfield identifier consists of a subfield identifier flag (character 1/15 of ISO 646) followed by one other character. In this document, the subfield identifier flag is represented by the '@' sign. Throughout the datafields, Subfield L has been reserved for language codes, Subfield S for script codes, and Subfield Z for authority control numbers. Even when these are not listed they may be used in any particular field. Subfields can appear in any order. However, in certain fields which prescribe that the data should be arranged in the form and sequence as on the item, the subfields should be arranged to reflect that sequence.

EXAMPLES — examples of the data in most subfields. Although in many cases real bibliographic items have been used as examples, all coding shown has been created for use in these examples. Because the CCF is frequently used as a format into which records are converted from a 'source' format, many examples refer to the data as it is found on the item and where it has already been presented in a manner prescribed by the source format. In addition, some examples illustrate data as it may be transcribed directly into the CCF, without reference to any other source format.

3.2

DATA ELEMENTS AND EXAMPLES OF THEIR USE

FIELD 001

RECORD IDENTIFIER

DEFINITION Characters uniquely associated with the record and assigned by the agency preparing the bibliographic record.

REPRESENTATION As assigned.

USE Mandatory. Not repeatable. May occur only within the primary segment.

NOTE As stipulated in ISO 2709, this field does not contain indicators or subfields, nor may it appear more than once in any record.

EXAMPLES

Example 1 88-12345

Example 2 1234-87

Example 3 C87-1248

Example 4 6042284259

Example 5 963-592-149-7

FIELD 010

RECORD IDENTIFIER USED IN A SECONDARY SEGMENT

DEFINITION — The record identifier (see Field 001 for definition) of another record referred to in a secondary segment.

REPRESENTATION — As assigned.

USE — Optional. Not repeatable. The field will occur only once in a secondary segment linking to another record. It cannot occur in a primary segment.

INDICATORS — 00

NOTE — When a record is identified in a secondary segment by means of its identifier (control number), rather than by including descriptive elements, the control number is entered in the secondary segment in Field 010.

SUBFIELD **A** — **Identifier**

DEF — The identifier of the record representing the item specified in a secondary segment.

REP — As assigned.

USE — Mandatory. Not repeatable.

EXAMPLE

Example 1 — A secondary segment refers to an item identified by the number 88/12345. Contents of Field 010 in the secondary segment:

```
00@A88/12345
```

FIELD 011

ALTERNATIVE RECORD IDENTIFIER

DEFINITION — Characters uniquely associated with the record but not used as the identifier by the agency preparing the record.

REPRESENTATION — As assigned.

USE — Optional. Repeatable.

INDICATORS — 00

NOTE — When an agency takes records from the database of another agency, it may wish to assign each record its own record identifier. If it wishes to retain the original record identifier, that may be entered in Field 011.

SUBFIELD **A** — **Alternative identifier**
- DEF — The identifier for the record as used by the agency in Subfield B.
- REP — As assigned.
- USE — Mandatory. Not repeatable.

SUBFIELD **B** — **Identification of agency in coded form**
- DEF — The identification of the organization that assigned the identifier in Subfield A.
- REP — A code formulated in accordance with the recommendations shown in Section 4.9.
- USE — Mandatory. Not repeatable.

SUBFIELD **C** — **Name of agency**
- DEF — The name of the agency preparing the record.
- REP — In a form full enough to enable the agency to be identified.
- USE — Mandatory when Subfield B is not used.

EXAMPLE

Example 1 — An agency has taken a record from the BLAISE database; since there is no official code for British bibliographic agencies, it enters the name of the source in Field 011. Contents of Field 011:

```
00@ABLN7013009@BGBBLAISE
```

FIELD 015

BIBLIOGRAPHIC LEVEL OF SECONDARY SEGMENT

DEFINITION — The bibliographic level of the item described in a secondary segment of a record.

REPRESENTATION — A code taken from the list of Bibliographic Level Codes shown in Section 4.2.

USE — Mandatory for every secondary segment. Not repeatable.

INDICATORS — 00

SUBFIELD **A** — **Bibliographic level**
For definition and representation, see above.
USE — Mandatory. Not repeatable.

EXAMPLES

Example 1 — The primary segment contains the description of a serial. Component parts of the serial are described in four secondary segments. Each secondary segment must contain a Field 015 showing that it is a component part. Contents of each Field 015:

```
00@Aa
```

Example 2 — The primary segment contains the description of a monograph The series to which the monograph belongs is represented by a record identifier in Segment 1, but descriptive elements are not shown. Contents of Field 015:

```
00@As
```

FIELD 020

SOURCE OF RECORD

DEFINITION Identification of the agency preparing the record.

REPRESENTATION Preferably in coded form.

USE Mandatory. Not repeatable.

INDICATORS 00

SUBFIELD **A** **Identification of agency in coded form**
DEF A code assigned to the agency preparing the record.
REP The organization codes have not yet been established. See Section 4.9.
USE Preferred form. Not repeatable.

SUBFIELD **B** **Name of agency**
DEF The name of the agency preparing the record.
REP In a form full enough to enable the agency to be identified uniquely.
USE Mandatory when Subfield A is not used. Not repeatable.

SUBFIELD **C** **Code system**
DEF The name of the set of codes used in Subfield A.
REP In a form full enough to enable the set of codes to be identified.
USE Optional. Not repeatable.

SUBFIELD **D** **Rules for bibliographic description.**
DEF The name of the rules used to describe the item.
REP In a form full enough to enable the rules to be identified.
USE Optional. Not repeatable.

SUBFIELD **L** **Language of name of agency**
DEF The language of the name of the agency in Subfield B.
REP A code taken from the list of Language Codes shown in Section 4.4.
USE Optional. Not repeatable.

EXAMPLES

Example 1 The name of the organization is stated in Subfield B. The item is described according to the AACR2 cataloguing rules. Contents of Field 020:

```
00@BUniversity of the Philippines@DAACR2@Leng
```

Example 2 The agency originating the record is the International Federation for Documentation, commonly known as FID. They have used rules developed for their own use to describe the item. Contents of Field 020:

```
00@BFID@Dlocal
```

FIELD 021

COMPLETENESS OF RECORD

DEFINITION — An indication of whether the record includes mandatory, optional or local data elements; whether it is a CIP (Cataloguing in Publication) record, or it has been prepared using the published item.

REPRESENTATION — In coded form, as specified below.

USE — Mandatory. Not repeatable.

INDICATORS

1: 1 = Only standard (i.e. mandatory or optional) data elements present in the record.
2 = Local data elements present in the record.
0 = Not specified.

2: 1 = Bibliographic data based on the published item.
2 = Record is a CIP record.
0 = Not specified.

SUBFIELD **A** — **Level of completeness code**

DEF — A code defining the completeness of the record.

REP — A code taken from the list of Completeness of Record Codes shown in Section 4.14 and here. The following codes are used:
A = All mandatory and all optional elements provided.
B = All mandatory elements provided.
C = Less than all mandatory elements provided.

USE — Mandatory. Not repeatable.

EXAMPLES

Example 1 — The record contains local data elements and does not contain all of the mandatory data elements. Contents of Field 021:

```
21@AC
```

Example 2 — The record is a CIP (Cataloguing in Publication) record which contains only the mandatory elements. Contents of Field 021:

```
12@AB
```

FIELD 022

DATE ENTERED ON FILE

DEFINITION — The date when the record was prepared by the agency and/or entered on its file.

REPRESENTATION — In accordance with ISO 2014.

USE — Mandatory. Not repeatable.

INDICATORS

1: 1 = Subfield A shows date of record creation.
2 = Subfield A shows date entered on file
0 = Not specified.

2: 0

NOTE — There is no consistent policy among record-providing organizations as to whether or not the original creation date is preserved and distributed. Organizations distributing records created by other agencies may decide to substitute the date of distribution. The first indicator is used to show the nature of the date recorded here.

SUBFIELD A — **Date**
For definition and representation see above.

USE — Mandatory. Not repeatable.

EXAMPLE

Example 1 — The record was made available on 17 September 1987. Contents of Field 022:

00@A19870917

FIELD 023

DATE AND NUMBER OF RECORD VERSION

DEFINITION — A date and/or a number sufficient to distinguish one version of a bibliographic record from previous and later versions which may be stored or created by the same agency.

REPRESENTATION — As assigned.

USE — Optional. Not repeatable.

INDICATORS — 00

SUBFIELD **A** — **Version date**
- DEF — The date when a record is created or added to an agency's files.
- REP — As assigned.
- USE — Optional. Not repeatable.

SUBFIELD **B** — **Version number**
- DEF — A number assigned to a particular version of a bibliographic record.
- REP — As assigned.
- USE — Optional. Not repeatable.

FIELD 030

CHARACTER SETS USED IN RECORD

DEFINITION — Designation of the C1, G0, G1, G2, and G3 ontrol and graphic sets used in the record. Also used to identify additional sets that may be designated in a field in the record. (C0, the default control set, is always the control set of ISO 646.)

REPRESENTATION — Sets are identified by their ISO registration number. Codes for the most commonly used sets are shown in Section 4.3. Lists of character sets are shown with their registration numbers in the ISO *International Register of Coded Character Sets To Be Used With Escape Sequences* which is compiled in accordance with the provisions of ISO 2375. The *Register* is administered by the European Computer Manufacturers Association (114 rue du Rhone, CH-1204 Genève, Switzerland).

USE — Mandatory. Not repeatable.

INDICATORS — 00

SUBFIELD **A** — **Alternative Control Set (C1)**
- DEF — The designation and invocation of the default additional C1 control function set used in the record.
- REP — See REPRESENTATION above.
- USE — Mandatory when an alternative control set is used. Not repeatable.

SUBFIELD **B** — **Default Graphic Set (G0)**
- DEF — The designation of the default G0 set used in the record.
- REP — See REPRESENTATION above.
- USE — Mandatory. Not repeatable.

SUBFIELD **C** — **Second Graphic Set (G1)**
- DEF — The designation of the default G1 set used in the record.
- REP — See REPRESENTATION above.
- USE — Mandatory when a G1 set is used. Not repeatable.

SUBFIELD **D** — **Third Graphic Set (G2)**
- DEF — The designation of the default G2 set used in the record.
- REP — See REPRESENTATION above.
- USE — Mandatory when a G2 set is used. Not repeatable.

SUBFIELD **E** — **Fourth Graphic Set (G3)**
- DEF — The designation of the default G3 set used in the record.
- REP — See REPRESENTATION above.
- USE — Mandatory when a G3 set is used. Not repeatable.

SUBFILLD **F** **Additional Control Set**

DEF The identification of C1 control function sets, additional to that designated in Subfield A, that are used in the record.

REP See REPRESENTATION above.

USE Mandatory when additional control sets are used. Repeatable.

SUBFIELD **G** **Additional Graphic Set**

DEF The identification of graphic character sets, additional to those designated in Subfield B, C, D, and E, that are used in the record.

REP See REPRESENTATION above.

USE Mandatory when additional graphic sets are used. Repeatable.

EXAMPLES

Example 1 The record uses the Roman script No other character sets are used. Contents of Field 030:

```
00@B2
```

Example 2 The record for a Cyrillic script item has been described by an agency that works in Russian. A C1 set of bibliographic control characters is also used in the record. Since the 8-bit environment is used, the left-hand page graphic set is ISO 646 and the right-hand page graphic set is Registration Number 37 throughout the record. Contents of Field 030:

```
00@A67@B2@C37
```

Example 3 The record is for a multi-lingual thesaurus. The title page of the item carries information in six languages that require, in addition to extended Roman characters, Greek, Cyrillic, and extended Cyrillic characters. Contents of Field 030:

```
00@B2@C53@D37@E54@G55
```

FIELD 031

LANGUAGE AND SCRIPT OF RECORD

DEFINITION — Identification of the languages used in those elements of the record which are not transcribed from the item, but which have been added by the agency preparing the record, e.g. the language of the notes.

REPRESENTATION — In coded form, as specified below.

USE — Mandatory when the language of the record differs from the language of the item (Field 040). Repeatable.

INDICATORS — 00

SUBFIELD A — **Language of the record**
DEF — See DEFINITION above.
REP — A code taken from the list of Language Codes shown in Section 4.4.
USE — Mandatory. Not repeatable. The code 'mul' may be used when an agency produces a record with notes in more than one language. In this case, each of the notes fields should contain a Subfield L showing the code for the language.

SUBFIELD B — **Script of the record**
DEF — Identification of the script of the record.
REP — A code taken from the list of Script Codes shown in Section 4.6.
USE — Mandatory when a language can be written equally in more than one script (e.g., Serbo-Croatian in Roman or Cyrillic) or when the script used is not the sript usually associated with the language shown in Subfield A, e.g. Russian in Roman script, Turkish in Cyrillic script. Otherwise, optional. Repeatable when more than one script is used to record the language shown in Subfield A.

EXAMPLES

Example 1 — The language of both the item and the record is German. Use of the field is optional. Contents of Field 031:

```
00@Ager
```

Example 2 — The item is in Portuguese. The record is given in both English and French. Use of the field is mandatory. Since the subfield is not repeatable, two occurrences of the field appear in the record. Contents of the two Fields 031:

```
00@Aeng

00@Afre
```

FIELD 040

LANGUAGE AND SCRIPT OF ITEM

DEFINITION Identification of the language and script of the item.

REPRESENTATION In coded form, as specified below.

USE Mandatory when the item includes language material. Repeatable when there is more than one script.

INDICATORS 00

SUBFIELD **A** **Language of the item**
DEF Identification of the language of the item.
REP A code taken from the list of Language Codes shown in Section 4.4.
USE Mandatory. Repeatable when there is more than one language using a single script.

SUBFIELD **B** **Script of the item**
DEF Identification of the script of the item.
REP A code taken from the list of Script Codes shown in Section 4.6.
USE Mandatory when a language can be written equally in more than one script, e.g. Serbo-Croatian in Roman or Cyrillic. Otherwise, optional. Not repeatable; when a code for the script of the item is included, it refers to all of the language codes which appear in Subfield A.

EXAMPLES

Example 1 The document is in English. No script is given, since Roman is the expected script for English. Contents of Field 040:

```
00@Aeng
```

Example 2 The document is in Sanscrit converted to Roman script. The script is indicated. Contents of Field 040:

```
00@Asan@Baa
```

FIELD 041

LANGUAGE AND SCRIPT OF SUMMARY

DEFINITION — Identification of the language and script of a summary which forms part of tne item.

REPRESENTATION — In coded form, as specified below.

USE — Optional. Repeatable when there is more than one script.

INDICATORS — 00

SUBFIELD **A** — **Language of the summary**
DEF — Identification of the language of the summary.
REP — A code taken from the list of Language Codes shown in Section 4.4.
USE — Optional. Repeatable when there is more than one summary.

SUBFIELD **B** — **Script of the summary**
DEF — Identification of the script of the summary.
REP — A code taken from the list of Script Codes shown in Section 4.6.
USE — Mandatory when a language shown in Subfield A can be written equally in more than one script, e.g. Serbo-Croatian in Roman or Cyrillic. Otherwise, optional. Not repeatable; when a code for the script of the summary is included, it refers to all of the language codes which appear in Subfield A.

EXAMPLES

Example 1 — The summaries are in English, French and Russian. No script is given, since Roman is the expected script for English and French, and Cyrillic for the Russian. Contents of Field 041:

```
00@Aeng@Afre@Arus
```

Example 2 — The summaries are in English, and in Japanese converted to Roman script. The script is indicated. Contents of Field 041:

```
00@Aeng@Ajap@Baa
```

Example 3 — Summaries are shown in Japanese transliterated into Roman script, and Arabic. Contents of repeated Fields 041:

```
00@AjapBaa

00@Aara
```

FIELD 050

PHYSICAL MEDIUM

DEFINITION — Identification of the physical medium in which the item is produced, e.g. paper, Braille, magnetic, film, laser/optical.

REPRESENTATION — In coded form, as specified below.

USE — Optional Not repeatable.

INDICATORS — 00

SUBFIELD **A** — **Physical medium code**
DEF — See DEFINITION above.
REP — A code taken from the list of Physical Medium Codes shown in Section 4.5.
USE — Repeatable for each medium included in the item.

EXAMPLES

Example 1 — The record describes a book. The physical medium is print on paper, which is coded 010. Contents of Field 050:

```
00@A010
```

Example 2 — The record describes a book (coded 010) which contains a microfiche in a pocket. The code for film is 020. Contents of Field 050:

```
00@A010@A020
```

FIELD 060

TYPE OF MATERIAL

DEFINITION Identification of the intellectual form or presentation of the item.

REPRESENTATION In coded form, as specified below.

USE Optional. Not repeatable.

INDICATORS 00

SUBFIELD **A** **Type of material code**

DEF Identification of the form of presentation of the intellectual content of the item.

REP A code taken from the list of Type of Material Codes shown in Section 4.15.

USE Mandatory. Repeatable.

EXAMPLES

Example 1 The proceedings of the conference of a learned society are published as a serial. In general terms the type of material is textual (code 100) but more specifically it is a meeting document (code 115). Contents of Field 060:

```
00@A115
```

Example 2 The item is a thesis, which is coded 110. Contents of Field 060:

```
00@A110
```

FIELD 080

SEGMENT LINKING FIELD:

GENERAL VERTICAL RELATIONSHIP

DEFINITION — Information to link a segment of a record in which this field occurs with another segment in the same record.

REPRESENTATION — See subfields.

USE — Mandatory when the record contains two segments having a vertical relationship, unless one of Fields 081, 082 and 083 is used. Repeatable.

INDICATORS — 00

SUBFIELD **A** — **Segment relationship code**

DEF — A code defining the specific nature of the relationship between the two segments.

REP — A code taken from the list of Vertical Relationship Codes shown in Section 4.12.

USE — Mandatory. Not repeatable.

SUBFIELD **B** — **Segment indicator code**

DEF — A code identifying the segment to which the link is being made.

REP — One character: the value used in the directory entry to identify the fields belonging to that segment, i.e. 0 to 9, A to Z.

USE — Mandatory. Not repeatable.

EXAMPLES

Example 1 — The record (that is, the primary segment) is for a monograph. A segment linking field provides a link fro a secondary segment representing the monograph's series to the monograph described in the primary segment. Thus the segment identifier code in Subfield B is '0'. The segment linking field is part of the secondary segment. The segment relationship code in Subfield A is '02' (which is used to show that the item in this segment is higher in the hierarchy), since the series is higher in the vertical hierarchy than the monograph. Contents of Field 080:

```
00@A02@B0
```

Example 2 Field 080 provides a link from a secondary segment identifying a serial to the primary segment which describes an article that the serial contains. The segment relationship code is '02' since the segment in which the code occurs is higher in the hierarchy. The segment to which the link is made is Segment 0. Field 080 in the segment recording the serial will contain the following:

```
00@A02@B0
```

FIELD 081

SEGMENT LINKING FIELD:

VERTICAL RELATIONSHIP FROM MONOGRAPH

DEFINITION — Information to link a segment in which this field occurs, when this segment is at the monographic level, to another segment in the same record which is at the component part level.

REPRESENTATION — See subfields.

USE — Mandatory, altemative to Field 080 'Segment Linking Field: General Vertical Relationship'. Not repeatable. Used only when (1) the item in the segment being linked *from* is at the monograph level and is the only segment of that level in the record, and (2) the item in the segment being linked *to* is at the component part level and is the only segment of that level in the record.

INDICATORS — 00

SUBFIELD **A** — **Segment relationship code**

DEF — A code defining the specific nature of the relationship between the two segments.

REP — '02' (A code taken from the list of Vertical Relationship Codes shown in Section 4.12, signifying that this segment is higher in the hierarchy.)

USE — Optional. Not repeatable.

SUBFIELD **B** — **Segment indicator code**

DEF — A code identifying the segment to which the link is being made.

REP — One character: the value used in the directory entry to identify the fields belonging to that segment, i.e., 0 to 9, A to Z.

USE — Mandatory. Not repeatable.

EXAMPLES

Example 1 — Field 081 provides a link from a secondary segment that identifies a monograph to the primary segment, in which there is a component part of the monograph. Subfield A contains '02' signifying that the segment in which this field occurs (a secondary segment) is higher in the hierarchy that the segment whose number appears in Subfield B, since the monograph is at a higher bibliographic level than a component part. The segment to which the link is made is segment 0, as shown in Subfield B. Contents of Field 081:

```
00@A02@B0
```

Example 2 The relationship in the first example (above) could have been specified in the secondary segment using Field 080, in which case the contents of Field 080 would have been the same:

```
00@A02@B0
```

FIELD 082

SEGMENT LINKING FIELD:

VERTICAL RELATIONSHIP FROM MULTI-VOLUME MONOGRAPH

DEFINITION — Information to link the segment in the record in which this field occurs, when this is at the multi-volume monographic level, to another segment in the record which is at the single-volume monographic level.

REPRESENTATION — See subfields.

USE — Mandatory, alternative to Field 080 'Segment Linking Field: General Vertical Relationship'. Not repeatable. Used only when (1) the item in the segment being linked *from* is at the multi-volume monograph bibliographic level and is the only segment of that level in the record, and (2) the item in the segment being linked *to* is either a single-volume monograph or an article, and is the only segment of that level in the record.

INDICATORS — 00

SUBFIELD **A** — **Segment relationship code**

DEF — A code defining the specific nature of the relationship between the two segments.

REP — '02' (A code taken from the list of Vertical Relationship Codes shown in Section 4.12, signifiying that the item in this segment is lower in the hierarchy.)

USE — Optional. Not repeatable.

SUBFIELD **B** — **Segment indicator code**

DEF — A code identifying the segment to which the link is being made.

REP — One character: the value used in the directory entry to identify the fields belonging to that segment, i.e. 0 to 9, A to Z.

USE — Mandatory. Not repeatable.

EXAMPLES

Example 1 — Field 082 provides a link from a secondary segment that identifies a multi-volume monograph to the primary segment representing a single volume monograph. The segment relationship code is '02' since the segment in which the code occurs (a secondary sergment) is higher in the hierarchy. The segment to which the link is made is Segment 0. Contents of Field 082:

```
00@A02@B0
```

Example 2 This field is reserved for the specific kind of relationship expressed by its name; therefore the segment containing the linking field *must* be higher in the hierarchy than the segment to which the link is made. Since it is not necessary to show this within the field, Subfield A is optional. Thus it is only necessary to show the number of the segment to which the link is made. Contents of Field 082:

```
00@B0
```

FIELD 083

SEGMENT LINKING FIELD:

VERTICAL RELATIONSHIP FROM SERIAL

DEFINITION — Information to link a segment in which this field occurs, when this segment is at the serial level, to another segment in the record which is at a lower level in the hierarchy.

REPRESENTATION — See subfields.

USE — Mandatory, altemative to Field 080. Not repeatable. Used only when (1) the item in the segment being linked *from* is at the serial level and is the only segment of that level in the record, and (2) the item in the segment being linked *to* is either at the analytic level, single-volume monographic level or multi-volume monographic level, and it is the only segment of any of those three levels in the record.

INDICATORS — 00

SUBFIELD **A** — **Segment relationship code**

DEF — A code defining the specific nature of the relationship between the two segments.

REP — '02' (A code taken from the list of Vertical Relationship Codes shown in Section 4.12, signifying that the item in this segment is higher in the hierarchy.)

USE — Mandatory. Not repeatable.

SUBFIELD **B** — **Segment indicator code**

DEF — A code identifying the segment to which the link is being made.

REP — One character: the value used in the directory entry to identify the fields belonging to that segment, i.e. 0 to 9, A to Z.

USE — Mandatory. Not repeatable.

EXAMPLES

Example 1 — Field 083 provides a link from a secondary segment for a serial to a segment representing an article in the serial. The segment relationship code is '02' since the segment in which the code occurs is higher in the hierarchy. The segment of the article to which the link is made is Segment 0. Contents of Field 083:

```
00@A02@B0
```

Example 2 Since this field is reserved for the specific kind of relationship expressed by its name, the segment containing the linking field *must* be higher in the hierarchy than the segment to which the link is made. It is therefore not necessary to show this within the field, so Subfield A is optional. Thus it is only necessary to show the number of the segment to which the link is made. Contents of Field 082:

00@B0

FIELD 085

SEGMENT LINKING FIELD:

HORIZONTAL RELATIONSHIP

DEFINITION — Information to link a segment in the record in which this field occurs to another segment in the record when the relationship between the two segments is horizontal.

REPRESENTATION — See subfields.

USE — Mandatory when the secondary segment identifies an item that has a horizontal relationship to the target item. Repeatable.

INDICATORS — 00

SUBFIELD **A** — **Segment relationship code**
DEF — A code defining the specific nature of the relationship.
REP — A code taken from the Horizontal Relationship Codes shown in Section 4.13.
USE — Mandatory. Not repeatable.

SUBFIELD **B** — **Segment indicator code**
DEF — A code identifying the segment to which the link is being made.
REP — One character: the value used in the directory entry to identify the fields belonging to that segment, i.e. 0 to 9, A to Z.
USE — Mandatory. Not repeatable.

EXAMPLES

Example 1 — Field 085 provides a link from a segment identifying an item in translation to a segment identifying the original from which the translation was made. The segment relationship code is '32' since the link is made from the translation to its original. The segment to which the link is made is Segment 0. Contents of Field 085:

```
00@A32@B0
```

Example 2 — Field 085 links a secondary segment that identifies an earlier title of a serial to the primary segment in which the most recent title is described. The most recent title is the target item for the record, and therefore appears in the primary segment, Segment 0. The segment relationship code is '22' since the link is made from the former title to the later. The segment to which the link is made is Segment 0. Contents of Field 085:

```
00@A22@B0
```

Example 3 An agency routinely transfers records in the communication format to its own local processing format as part of the process of building its local database. In order to simplify machine processing the agency provides links from every segment to every other segment in each record, rather than only from each secondary segments to one other segment. This practice is not required by the format, but it is permitted as described in Section 2.5.3.

The record has two segments containing reciprocally linked fields. The primary segment describes an item that has a supplement issued with it. Field 085 in the primary segment provides a link to Segment 1, which contains the description of the supplement. Contents of Field 085 in the primary segment:

```
00@A25@B1
```

Field 085 in the secondary segment, segment 1, shows in Subfield A that the primary segment describes the 'parent' item and in Subfield B links to the primary segment. Contents of Field 085 in the secondary segment:

```
00@A26@B0
```

FIELD 086

FIELD TO FIELD LINKING

DEFINITION Information to link two or more fields in the same segment.

REPRESENTATION See subfields.

USE Optional. Repeatable.

INDICATORS 00

SUBFIELD **A** **Field linked from**

DEF Identification of a field which is related to the field(s) identified in Subfield C by the relationship denoted by the code in Subfield B.

REP Five characters consisting of the three digits of the tag of the identified field, the segment identifier (one character) and the field occurrence identifier (one character).

USE Mandatory. Not repeatable.

SUBFIELD **B** **Field relationship code**

DEF A code defining the relationship of the field identified in Subfield A to each field identified in Subfield(s) C.

REP A code taken from the list of Field Linking Codes shown in Section 4.10.

USE Mandatory. Not repeatable.

SUBFIELD **C** **Field(s) linked to**

DEF Identification of one of the fields which is related to the field identified in Subfield A by the relationship denoted by the code in Subfield B.

REP Five characters consisting of the three digits of the tag of the identified field, the segment identifier (one character) and the field occurrence identifier (one character).

USE Mandatory. Repeatable for each field which is related to the field identified in Subfield A in the way denoted by the code in Subfield B.

EXAMPLES The following examples show, for each field illustrated, the tag, then the segment identifier and field occurrence identifier, then the indicators and subfields. In a record in the communication format the tag, segment identifier and field occurrence identifier would appear in an entry in the directory, rather than in the datafield as shown here.

Example 1 Within a primary segment, it is necessary to link each field representing the name of an author to the field providing that author's affiliation, since there are four authors but only three affiliations. The authors (Fields 300) and affiliations (Fields 330) are as follows:

```
300 00 10@AGove@BN.B.
300 01 10@AHughes@BT.E.
300 02 10@AMatiushin@BG.D.
300 03 10@ATurtanov@BN.V.
330 00 00@AComputer Science Division@BOak Ridge
          National Laboratory@DOak Ridge,
          Tennessee@EUS
330 01 00@ALibrary of Congress@DWashington, D.C.
          @EUS
330 02 00@AUSSR State Public Library for Science
          and Technology@DMoscow
```

The linking fields (Fields 086) are as follows:

```
086 00 00@A30000@BAA@C33000
086 01 00@A30001@BAA@C33001
086 02 00@A30002@BAA@C33002
086 03 00@A30003@BAA@C33002
```

Example 2 A book is published simultaneously in Switzerland and England. The Swiss edition, a single volume, bears an ISBN. The English edition, issued in two volumes, bears two ISBN, both different from the Swiss. The agency preparing the record creates one record for both issues, incorporating all three ISBN and both publishers in one record.

The book is published in Basel by Karger, and in London by Grune & Stratton. The ISBN for the Swiss edition is 3-8055-2319-X; the English ISBN are 0-8089-1192-9 and 0-8089-1147-3. The record consists of one segment, Segment 0. Contents of ISBN fields, Fields 100:

```
100 00 00@A3-8055-2319-X
100 01 00@A0-8089-1192-9
100 02 00@A0-8089-1147-3
```

Contents of publisher fields, Fields 400:

```
400 00 00@ABasel@BKarger@DCH
400 01 00@ALondon@BGrune and Stratton@DGB
```

Contents of field-to-field linking fields, Fields 086:

```
086 00 00@A10000@BPN@C40000
086 01 00@A10001@BPN@C40001
086 02 00@A10002@BPN@C40001
```

FIELD 100

INTERNATIONAL STANDARD BOOK NUMBER (ISBN)

DEFINITION — A number which identifies one title or edition of a title from one specific publisher and is unique to that title or edition, allocated in accordance with the stipulations of ISO 2108 and the *ISBN Users' Manual*[5]

REPRESENTATION — See subfields.

USE — Mandatory. Repeatable when an item has more than one valid ISBN.

INDICATORS — 00

NOTE — When information on a price or binding is associated with an ISBN, it should appear in Subfield C of this field, rather than in Field 465.

SUBFIELD **A** — **ISBN**
- DEF — See DEFINITION above.
- REP — A ten-digit number divided into four parts of variable length, separated by hyphens.
- USE — Mandatory. Not repeatable.

SUBFIELD **B** — **Invalid ISBN**
- DEF — A number on an item having the appearance of an ISBN but known to be incorrect, e.g. already allocated with invalid check digit.
- REP — In accordance with the practice of the agency preparing the record.
- USE — Optional. Repeatable.

SUBFIELD **C** — **Qualification**
- DEF — A statement added when an item bears more than one ISBN. The statement appears after each ISBN indicating the binding, publisher, price, or other qualifier.
- REP — In accordance with the practice of the agency preparing the record
- USE — Optional. Repeatable for more than one category of qualification.

EXAMPLES

Example 1 — The ISBN on the item is 0-7214-0191-0. Contents of Field 100:

```
00@A0-7214-0191-0
```

Example 2 — The ISBN in the source is 0 19 211523 5. Hyphens are inserted instead of spaces. Contents of Field 100:

```
00@A0-19-211523-5
```

Example 3 The source format provides both the correct ISBN and an invalid ISBN found on the document. 0-7210-1247-7 is correct even though 0-7210-1427-7 is printed on the item. Contents of Field 100:

```
00@A0-7210-1247-7@B0-7210-1427-7
```

Example 4 The record of a document published simultaneously by publishers in the USA and Britain has two ISBN for one publisher (one from the paperback, the other from the cased edition) and one ISBN for the other publisher. Field 100 contains all the ISBN from the source record with appropriate qualifications. The field appears in the record three times:

```
00@A0-7099-1913-1@CCased@CCroom Helm

00@A0-8653-1328-8@CPaperback@CPacific Press

00@A0-8653-1327-X@CCased@CPacific Press
```

FIELD 101

INTERNATIONAL STANDARD SERIAL NUMBER (ISSN)

DEFINITION — A number, allocated by the International Serials Data System (ISDS) in accordance with ISO 3297 and the *ISDS Manual*[6] which identifies a serial uniquely.

REPRESENTATION — See subfields.

USE — Mandatory. Not repeatable.

INDICATORS — 00

SUBFIELD **A** — **ISSN**
- DEF — See DEFINITION above.
- REP — An eight-digit number including a check-digit, appearing as two groups of digits separated by a hyphen, which uniquely identifies a particular serial title.
- USE — Mandatory. Not repeatable.

SUBFIELD **B** — **Invalid ISSN**
- DEF — A number on a serial having the appearance of an ISSN but not validated by ISDS.
- REP — As on the serial.
- USE — Optional. Repeatable.

SUBFIELD **C** — **Cancelled ISSN**
- DEF — A number assigned to a serial as its ISSN and later cancelled, in accordance with the stipulations of the *ISDS Manual.*[6]
- REP — Eight numeric digits including a check digit, appearing as two groups of four digits, separated by a hyphen.
- USE — Optional. Repeatable.

EXAMPLES

Example 1 — The ISSN appears in the source format as 02627264. The hyphen is inserted for the CCF. Contents of Field 101:

```
00@A0262-7264
```

Example 2 On the first issue of *Current psychological research* the ISSN is wrongly printed as ISSN 0143-3887. The correct ISSN is 0144-3887. The agency preparing the record inputs both the invalid and the correct ISSN, since the invalid number will be useful when searching for the record with a citation containing the invalid number in hand. Contents of Field 101:

00@A0144-3887@B0143-3887

Example 3 The Institute of Public Health Engineers used to publish *Year book and list of members* with ISSN 0141-884X. The title changed to *Year's work, list of members & buyer's guide* and was given a new ISSN, 0309-3123. The publisher continued the old ISSN on the new publication, so the agency preparing the record included it as an invalid ISSN. Contents of Field 101:

00@A0309-3123@B0141-884X

Example 4 In error, *Golf illustrated* has been assigned two ISSN. The first one assigned was 0017-1778. A second number, assigned more recently, then cancelled, is 0262-0340. Contents of Field 101:

00@A0017-1778@C0262-0340

FIELD 102

CODEN (For serials)

DEFINITION — A unique, unambiguous code assigned to titles of serials by the International CODEN Service. Although CODEN codes are assigned to certain types of non-serial publications, their use in the UCF is limited to serials.

REPRESENTATION — A code of six alphabetic or alphanumeric characters including a check character. See the *International CODEN Directory.*[3]

USE — For serials only. Optional. Not repeatable.

INDICATORS — 00

SUBFIELD A — **CODEN**
For definition, representation and use, see above.

EXAMPLES

Example 1 — The CODEN for *Annalen der Physik* is ANPYA2. Contents of Field 102:

00@AANPYA2

Example 2 — The CODEN for *Journal of Physiology (London)* is JPHYA7. Contents of Field 102:

00@AJPHYA7

Example 3 — The CODEN for *Krebsarzt* is KREBAG. Contents of Field 102

00@AKREBAG

FIELD 110

NATIONAL BIBLIOGRAPHY NUMBER

DEFINITION — A unique number assigned to the record of an item by the national bibliography agency.

REPRESENTATION — In accordance with the practice of the agency assigning the number.

USE — Optional. Repeatable.

INDICATORS — 00

SUBFIELD A — **National bibliography number**
For definition and representation see above.
USE — Mandatory. Not repeatable.

SUBFIELD B — **National bibliographic agency code**
DEF — Identification of the national bibliographic agency which has prepared the record.
REP — A code taken from the list of Codes for Names of Countries shown in Section 4.7. Additional codes must be assigned for distinguishing bibliographic agencies in countries where there is more than one agency, as described in Section 4.11.
USE — Optional. Not repeatable.

EXAMPLE

Example 1 — The National Bibliography Number is recorded in the source as B8709700. The agency is the British National Bibliography, which requires only the code 'GB' to identify it. Contents of Field 110:

```
00@AB8709700@BGB
```

FIELD 111

LEGAL DEPOSIT NUMBER

DEFINITION A unique number assigned to the item by the agency responsible for legal deposit in a country.

REPRESENTATION As assigned.

USE Optional. Repeatable.

INDICATORS 00

SUBFIELD **A** **Legal deposit number**
For definition and representation see above.
USE Mandatory. Not repeatable.

SUBFIELD **B** **Legal deposit agency**
DEF Identification of the legal deposit agency responsible for allocating the legal deposit number in Subfield A.
REP A code taken from the list of Codes for Names of Countries shown in Section 4.7. Additional codes must be assigned for distinguishing legal deposit agencies in countries where there is more than one agency, as described in Section 4.11.
USE Optional. Not repeatable.

EXAMPLE

Example 1 An item bears the Tanzanian legal deposit number A68778. Since there is only one agency in Tanzania, the country code 'TZ' is sufficient to distinguish it. Contents of Field 111:

00@AA68778@BTZ

FIELD 120

DOCUMENT NUMBER

DEFINITION — A number appearing on the item intended for unique identification and usually allocated by the publisher.

REPRESENTATION — As on the item, including spaces and punctuation.

USE — Optional. Repeatable for each different number on the item.

INDICATORS — 00

NOTE — The numbers of an item within a series should be entered in Subfield C of Field 480.

SUBFIELD **A** — **Document Identification Number**
For definition and representation see above.
USE — Mandatory. Not repeatable.

SUBFIELD **B** — **Type of number**
DEF — Identification of the type of document number in Subfield A.
REP — In accordance with the practice of the agency preparing the record.
USE — Optional. Not repeatable.

EXAMPLES

Example 1 — The publisher allocates a sequential number to each publication. This number, 4206, has been recorded in the source format as a miscellaneous number found on the item. Contents of Field 120:

```
00@A4206
```

Example 2 — The source format has a data element entitled Standard Technical Report Number, which contains the number 1756-88. Contents of Field 120:

```
00@A1756-88@BStandard Technical Report Number
```

Alternatively it may appear as follows:

```
00@A1756-88@BSTRN
```

FIELD 200

TITLE AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY

DEFINITION See subfields.

REPRESENTATION See subfields.

USE Mandatory except for serials when key title is given. Repeatable when more than one title for an item is recorded, such as the title as on the item and a translated title.

INDICATORS 1: 0

2: 0 = Form not specified.
1 = As on the item: in the form and sequence shown on the item, exactly as to wording but not necessarily as to punctuation, capitalization or character set.
2 = Modified.
3 = Translated.

Indicator position 2 relates to Subfield A only.

NOTE Any parts of the title which an agency wishes to seperately designate, e.g. to provide access points, should be recorded in Field 230.

SUBFIELD **A** **Title**

DEF Word(s), phrase(s), a character or group(s) of characters normally appearing on the item naming the item or the work contained in it.

REP Three representations are possible depending on indicator position 2.

USE Mandatory. Repeatable when an item contains a number of works each with its own title and has no collective title.

SUBFIELD **B** **Statement of responsibility associated with title**

DEF Name(s) or phrase(s) relating to the identification and/or function of any persons or corporate bodies responsible for or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realization (including performance).

REP In the form and sequence shown on the item, exactly as to wording but not necessarily as to punctuation or capitalization. A statement of responsibility (e.g. by Gerry Levy) can be transliterated. It may include the names of one or more than one person or corporate body.

USE Optional. Repeatable for each statement related to the title found on the item. Fields 300, 310 and 320 are used to record names in a standardized form (e.g. Levy, Geraldine, 1936-) as distinct from the form appearing in a statement of responsibility.

SUBFIELD **L** **Language of title**

DEF The language of the title in Subfield A.

REP A code taken from the list of Language Codes shown in Section 4.4.

USE Optional. Not repeatable

SUBFIELD **S** **Script of title**

DEF The script of the title as entered in the record.

REP A code taken from the list of Script Codes shown in Section 4.6.

USE Optional. Not repeatable.

EXAMPLES

Example 1 The source format does not have any data element corresponding to statement of responsibility. However, the title in this particular source format is always taken from the item. Contents of Field 200:

```
01@AInstitutional finance and integrated rural
development
```

Example 2 The record has a number of statements of responsibility. They are entered in repeated Subfields B. Contents of Field 200:

```
01@AAsterix in Switzerland@Btext by
Goscinny@Bdrawings by Uderzo@Btranslated by Anthea
Bell and Dereck Hockridge
```

Example 3 The item consists of three works by the same autho without a common title. Subfield A is repeated. Contents of Field 200:

```
01@ARomeo and Juliet@AKing Lear@AMacbeth@Bby
William Shakespeare
```

Example 4 The item consists of two works by different authors without a common title. Subfields A and B are repeated as required. Contents of Field 200:

```
01@AHenry Osmond : a novel@Bby Thackery@ABleak
House : a novel@Bby Dickens
```

Alternately, it is possible to repeat the field. Contents of two occurrences of Field 200:

```
01@AHenry Osmond : a novel@Bby Thackery
```

```
01@ABleak House : a novel@Bby Dickens
```

Example 5 In the source format the item is coded as having a title and two successive subtitles. Contents of Field 200:

```
01@ALife wish : reincarnation : reality or hoax
```

Alternatively, an agency may wish to provide separate subfields for each subtitle. Contents of Field 200:

```
01@ALife wish@Creincarnation@Creality or hoax
```

Example 6 An item has parallel titles in English, French and German. The first mentioned is entered as the title in the source format and the others are entered in Field 210 - Parallel Title. Contents of Field 200:

```
01@ASpecification for general requirements for
rotating electrical machines@BBritish Standards
Institution@Leng
```

Example 7 The source format records only the translated title in its database when a title is not in English. In this case the use of the language code is recommended since the language of the title is not the same as the language of the item. Contents of Field 200:

```
03@AProceedings of the 26th Congress on
Beekeeping@Leng
```

Example 8 The agency preparing the record transliterates titles from Cyrillic into Roman script, but otherwise makes no modifications. Contents of Field 200:

```
01@ATsvetik-Semitsvetik@BValentin Katayev
```

Example 9 A title is modified to make it more meaningful. The agency preparing the record enters additional words in square brackets. Contents of Field 200:

```
02@AEffect of cultural practices [in vineyards] on
soil moisture
```

Example 10 The agency creating the record includes the title as it appears on the first issue of a serial. If a serial has no key title, use of this field is mandatory. Contents of Field 200:

```
01@AIntercity : the magazine for intercity
travellers
```

FIELD 201

KEY TITLE

DEFINITION — The unique name assigned to a serial by the International Serials Data System (ISDS) and inseparably linked with its International Standard Serial Number (ISSN). Assignments are made in accordance with the stipulations of ISO 3279 and the *ISDS Manual.*[6]

REPRESENTATION — See subfields.

USE — Mandatory for serials. Not repeatable.

INDICATORS — 00

NOTE — The key title can appear on the document (usually given in conjunction with the ISSN) or can be taken from the ISDS *Register* compiled by the International Centre of the International Serials Data System, which is the organization responsible for assigning ISSN and key titles. Punctuation is retained exactly as in the source.

SUBFIELD **A** — **Key title**
- DEF — See DEFINITION above.
- REP — Key title as assigned by ISDS.
- USE — Mandatory. Not repeatable.

SUBFIELD **B** — **Abbreviated Key Title**
- DEF — Key title abbreviated in accordance with the *International list of title word abbreviations,* which is available from the International Serials Data Centre and from national and regional serials data centres.
- REP — As assigned by ISDS.
- USE — Optional when Subfield A is present. Not repeatable.

SUBFIELD **L** — **Language of key title**
- DEF — The language of the key title.
- REP — A code taken from the list of Language Codes shown in Section 4.4.
- USE — Optional. Not repeatable.

SUBFIELD **S** — **Script of title**
- DEF — The script of the key title as entered in the record.
- REP — A code taken from the list of Script Codes shown in Section 4.6.
- USE — Optional. Not repeatable.

EXAMPLES

Example 1 — The key title is *Scientific American.* Contents of Field 201:

```
00@AScientific American
```

Example 2 The key title includes the name of the issuing body. Contents of Field 201:

```
00@ACanadian Psychiatric Association journal
```

Example 3 The names of issuing bodies are included in the key title in accordance with ISDS practice. Contents of Field 201:

```
00@AJoint publication - London & Middlesex
Archaeological Society; Surrey Archaeological
Society
```

Example 4 The key title includes the name of the place of publication in order to distinguish the serial from other serials with the same title. Contents of Field 201:

```
00@AArchitectural review (London)
```

Example 5 The key title contains the name of the place of publication and the date of first publication. Contents of Field 201:

```
00@AArchitecture (Paris. 1979)
```

Example 6 The source format from which a record originates records key titles in their abbreviated form. Contents of Field 201:

```
00@BMedicina Supl. (B. Aires)
```

The full form would be recorded as follows:

```
00@AMedicina Suplemento. (Buenos Aires)
```

FIELD 210

PARALLEL TITLE AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY

DEFINITION See subfields.

REPRESENTATION See subfields.

USE Optional. Repeatable.

INDICATORS 1: 0

2: 0 = Form not specified.
1 = As on the item.
2 = Modified.

Indicator position 2 relates to Subfield A only.

SUBFIELD A **Parallel title**
DEF The title in another language and/or script; or title in another language and/or script presented as an equivalent of the title.
REP As on the title page, modified and/or transliterated (see indicator 2).
USE Not repeatable. When there is more than one parallel title, each is entered in a separate field.

SUBFIELD B **Statement of responsibility associated with parallel title**
DEF Name(s) or phrase(s) in the language of the title shown in Subfield A relating to the identification and/or function of any persons or corporate bodies responsible for or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realization (including performance).
REP In the form and sequence shown on the item, exactly as to wording but not necessarily as to punctuation or capitalization. A statement of responsibility may be transliterated. It can include the names of one or more than one person or corporate body.
USE Repeatable for each parallel statement of responsibility found on the item. Optional.

SUBFIELD L **Language of parallel title**
DEF The language of the title shown in Subfield A.
REP A code taken from the list of Language Codes shown in Section 4.4.
USE Mandatory. Not repeatable.

SUBFIELD S **Script of parallel title**
DEF The script of the parallel title.
REP A code taken from the list of Script Codes shown in Section 4.6.
USE Optional unless the script is not the script usually associated with the language shown in Subfield L. Not repeatable.

EXAMPLES

Example 1 A document has parallel titles in two languages in addition to the title in the first language. The main title is entered in Field 200, the other titles in Field 210.

The parallel titles are taken from the document; therefore the second indicator is set at '1'. Language codes are added to the parallel titles. Content of Fields 200 and 210:

Field 200: `01@ABritish standard methods of analysis of fat and fatty oil`

Field 210: `01@AMéthodes d'analyse des graisses et huiles fixes@Lfre`

Field 210: `01@AUntersuchungsverfahren für Fette und Fettöle@Lger`

Example 2 An article in a journal has a title in Spanish with a parallel title in English. The statement of responsibility is given in Field 200, and is not repeated in Field 210. Contents of Fields 200 and 210:

Field 200: `01@AEl barrio, estación de transito en el proceso de urbanización@BHeinrich Pachner`

Field 210: `01@ANeighbourhoods, transit stations in the urbanization process@Leng`

Example 3 An anthology of poetry has parallel Gaelic text and English translation. The source format permits the use of '... [et al.]' to replace omissions. Contents of Fields 200 and 210:

Field 200: `01@AModern Scottish Gaelic poems : a bilingual anthology@Bby Sorley Maclean...[et al.]@Bedited and introduced by Donald MacAulay`

Field 210: `00@ANua-bhàrdachd Ghàidhlig : duanaire da-theagach@Ble Somhairle MacGill-Eain... [et al.]@Bdeasaichte le roimh-radha aig Domhnall MacAmhlaigh@Lgae`

FIELD 220

SPINE TITLE

DEFINITION — The title appearing on the spine of the item.

REPRESENTATION — As on the spine: in the form and sequence shown on the spine, exactly as to wording but not necessarily as to punctuation, capitalization or character set.

USE — Optional. Used only when title on spine differs from title (Field 200). Repeatable.

INDICATORS — 00

SUBFIELD **A** — **Spine title**
For definition and representation see above.
USE — Mandatory. Not repeatable.

SUBFIELD **L** — **Language of spine title**
DEF — The language of the title in Subfield A.
RFP — A code taken from the list of Language Codes shown in Section 4.4.
USE — Optional. Not repeatable.

EXAMPLE

Example 1 — An item is entitled *The pre-Socratic philosophers : a companion to Diels, Fragmente der Vorsokratiker* by Kathleen Freeman. On the spine is the title *Companion to the pre-Socratic philosophers.* The spine title has been entered in the record since it is the name by which the work is popularly known. Contents of Field 220:

```
00@ACompanion to the pre-Socratic philosophers
```

FIELD 221

COVER TITLE

DEFINITION The title appearing on the cover of the item.

REPRESENTATION As on the cover: in the form and sequence shown on the cover, exactly as to wording but not necessarily as to the punctuation, capitalization or character set.

USE Optional. Used only when title on cover differs from title (Field 200). Repeatable.

INDICATORS 00

SUBFIELD **A** **Cover title**
For definition and representation see above.
USE Mandatory. Not repeatable.

SUBFIELD **L** **Language of cover title**
DEF The language of the title in Subfield A.
REP A code taken from the list of Language Codes shown in Section 4.4.
USE Optional. Not repeatable.

EXAMPLES

Example 1 A pamphlet has the title on the title page *A report on the East Sussex County Council campaign to control Dutch elm disease*. On the cover is the title *Dutch elm disease control*. In the source format there is a data element 'Cover Title' under which the title on the cover has been entered. Contents of Field 221:

```
00@ADutch elm disease control
```

Example 2 A book entitled *Henry Marten and the Long Parliament* has a cover title *The prisoner of Chepstow Castle*. Contents of Field 221:

```
00@A''he prisoner of Chepstow Castle
```

FIELD 222

ADDED TITLE PAGE TITLE

DEFINITION — A title appearing on a title page which is not the title page chosen as the basis for the description of the item.

REPRESENTATION — As on the added title page in the form and sequence shown on the page, exactly as to wording but not necessarily as to punctuation, capitalization or character set.

USE — Optional. Used only when title on the added title page differs from title (Field 200). Repeatable.

INDICATORS — 00

SUBFIELD A — **Added title page title**
For definition and representation see above.
USE — Mandatory. Not repeatable.

SUBFIELD L — **Language of title of added title page**
DEF — The language of the title in Subfield A.
REP — A code taken from the list of Language Codes shown in Section 4.4.
USE — Optional. Not repeatable.

EXAMPLE

Example 1 — The added title-page title differs from the title proper, so it is entered in Field 222. Contents of Field 222:

```
00@AA pictorial history of Western Canada
```

FIELD 223

RUNNING TITLE

DEFINITION — A title or abbreviated title appearing at the head or foot of each page of the item.

REPRESENTATION — As on the item: in the form and sequence shown on the item, exactly as to wording but not necessarily as to the punctuation, capitalization or character set.

USE — Optional. Used only when the running title differs from title (Field 200). Repeatable.

INDICATORS — 00

SUBFIELD **A** — **Running title**
For definition and representation see above.
USE — Mandatory. Not repeatable.

SUBFIELD **L** — **Language of running title**
DEF — The language of the title of Subfield A.
REP — A code taken from the list of Language Codes shown in Section 4.4.
USE — Optional. Not repeatable.

EXAMPLE

Example 1 — The running title differs from the title; the following running title is entered. Contents of Field 223:

```
00@AThe Red Cross dispatch, 1940-1942
```

FIELD 230

OTHER TITLE

DEFINITION Any title or part of a title for which it is useful to provide access.

REPRESENTATION In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable. The purpose of the field is to provide an access point. May be used to include spine titles, cover titles, added title-page titles, running titles, or subtitles which also appear as part of Subfield A of Field 200.

INDICATORS 00

SUBFIELD **A** **Other variant title**
For definition and representation see above.
USE Mandatory. Not repeatable.

SUBFIELD **L** **Language of title**
DEF The language of the title in Subfield A.
REP A code taken from the list of Language Codes shown in Section 4.4.
USE Optional. Not repeatable.

EXAMPLES

Example 1 The *Journal of polymer sciences. Part C, Polymer science* is often known as *Polymer symposia*. This title is noted within the item and is entered as a variant title. Contents of Field 230:

```
00@APolymer symposia
```

Example 2 The serial *Der Fotohändler* is also known as *Der Photohändler*. Since the purpose is provide an access point, the initial article has been omitted. Contents of Field 230:

```
00@APhotohändler
```

FIELD 240

UNIFORM TITLE

DEFINITION — The particular title selected by the agency for a work that has appeared under varying titles, for the purposes of cataloguing and/or information retrieval.

REPRESENTATION — In accordance with the practice of the agency preparing the record.

USE — Optional. Repeatable.

INDICATORS

1: 0 = Not specified.
1 = Uniform title is used as primary access point.
2 = Uniform title is used as secondary access point.
3 = Uniform title is not used as an access point.

2: 0

SUBFIELD **A** — **Uniform title**
DEF — The uniform title by itself without additional qualifiers such as date, form subheading, language, version, etc.
REP — In accordance with the practice of the agency preparing the record.
USE — Mandatory. Not repeatable.

SUBFIELD **B** — **Number of part(s)**
DEF — When the item consists of one or more numbered parts of the work identified by the uniform title, the number of the part of the work to which the item belongs, and its designation.
REP — In accordance with the practice of the agency preparing the record.
USE — Optional. Repeatable.

SUBFIELD **C** — **Name of part(s)**
DEF — When the item consists of a named part or a number of named parts of the whole work identified by the uniform title shown in Subfield A, the name of the part(s) of the work of which the item is an example.
REP — In accordance with the practice of the agency preparing the record.
USE — Optional. Repeatable

SUBFIELD **D** — **Form subheading**
DEF — A term added to the uniform title to distinguish special characteristics of the item.
REP — In accordance with the practice of the agency preparing the record.
USE — Optional. Repeatable.

SUBFIELD E **Language of item (as part of uniform title)**
DEF The language of the item when required as part of the uniform title.
REP In accordance with the practice of the agency preparing the record.
USE Optional. Repeatable when there is more than one language.

SUBFIELD F **Version**
DEF A word or phrase indicating the version of the work included in item.
REP In accordance with the practice of the agency preparing the record.
USE Optional. Not repeatable.

SUBFIELD G **Date of version**
DEF The original date of publication of the version of the work represented in the item.
REP In accordance with the practice of the agency preparing the record.
USE Optional. Not repeatable. This date will be different from the date of publication. in any case, the date of publication should still be entered in Field 440.

SUBFIELD L **Language of uniform title**
DEF The language in which the uniform title shown in Subfield A is expressed.
REP A code taken from the list of Language Codes shown in Section 4.4.
USE Optional. Not repeatable.

SUBFIELD Z **Authority number**
DEF A unique number assigned to a uniform title.
REP As assigned.
USE Optional. Not repeatable.

EXAMPLES

Example 1 Some kinds of uniform title serve only to order entries in a catalogue or bibliography, and do not constitute a main heading. For example, some organizations place all laws, whatever their title, under a made-up title 'Laws....' This example shows the title proper and corporate body. The uniform title would never occur as an access point in an index. Contents of Fields 240 and 310:

Field 240 `30@ALaws....@CHalsbury's statutes of England`

Field 310 `10@AUnited Kingdom`

Example 2 The title of the item is *Iliad, Book XXIV [by] Homer,* edited by Colin MacLeod. The uni[illegible]m title according to the practices of the agency preparing the rec[illegible]d is *Iliad. Book 24.* This is used to bring together all items dealing with that one work, some of which may not even mention the *Iliad* in a prominent place within the title. Contents of Fields 240 and 200:

Field 240 10@AIliad@BBook 24

Field 200 01@AIliad, Boo[illegible] XXIV@B[by] Homer@Bedited by Colin MacLeod

Example 3 The item is *Luke,* one book of the Bible, in the version called *Today's English Version.* According to the practices of the agency preparing the record, the item is entered under the uniform title heading. Contents of Field 240:

00@ABible@EEnglish@CNew Testament@CLuke@FToday's English Version

FIELD 260

EDITION STATEMENT AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY

DEFINITION See subfields.

REPRESENTATION See subfields.

USE Mandatory. Repeatable when an item has more than one edition statement, or when there are parallel edition statements.

INDICATORS 1: 0

2: 0 = Form not specified.
1 = Form as on the item.
2 = Modified beyond the terms described for Subfields A and B below.

Indicator position 2 refers to Subfield A.

SUBFIELD A **Edition statement**

DEF A word or phrase or group of characters identifying an item as a member of an edition.

REP The edition statement is normally given in the terms used in the item. Standard abbreviations for such terms may be used; numbered editions may be converted from script to numeric form. The edition statement normally includes either the word 'edition' (or its equivalent in another language) or a related term such as 'revision', and can describe the physical form of the item (e.g. Braille edition, microfiche edition) or editions differentiated numerically, chronologically, geographically, etc.

USE Mandatory. Not repeatable.

SUBFIELD B **Statement of responsibility associated with edition**

DEF Name(s) or phrase(s) relating to the identification and/or function of any persons or corporate bodies responsible for or contributing to the creation of the intellectual or artistic content of the particular edition of a work to which the item belongs, the statement of which edition is entered in Subfield A.

REP In the form and sequence shown on the item, exactly as to wording but not necessarily as to punctuation or capitalization. A statement of responsibility relating to an edition may be transliterated when the edition statement is transliterated. It can include the names of one or more than one person or corporate body. Fields 300, 310 or 320 are used to record names in other forms distinct from the form appearing in a statement of responsibility.

USE Repeatable for each statement of responsibility associated with the edition of the item. Optional.

SUBFIELD L **Language of edition statement**
DEF The language of the edition statement.
REP A code taken from the list of Language Codes shown in Section 4.4.
USE Optional. Not repeatable.

EXAMPLES

Example 1 The document has on its title page the statement 'Fifth edition revised'. Standard abbreviations are given in the record. Contents of Field 260:

```
01@A5th ed. rev
```

Example 2 *The Derbyshire times* is published in a number of area editions, one of which is entitled *Chesterfield edition*. Contents of Field 260:

```
01@AChesterfield ed
```

Example 3 The first edition of *Cases and statutes on criminal law* is edited by John C. N. Slater. The second edition is edited by A. B. Piternick. Since the second edition has a different editor, and it implies on the title page that Piternick is the editor of that edition only, the edition statement is followed by a statement of responsibility for that edition only. Contents of Field 260:

```
01@A2nd ed@Bby A.B. Piternick
```

Example 4 The source format recommends that edition number be stored as an arabic numeral only, so that the data is not related to a particular language, e.g. 12 for 12th ed. Second indicator will be set to '2' since the form of the edition statement does not follow the form described in 2. Contents of Field 260:

```
02@A12
```

Example 5. The second edition of an item is reissued in a new edition identified on the title page as 'Second Edition, reprinted with corrections.' The originating agency records this as two separate edition statements. Subfield A is not repeatable so the field must be repeated. Contents of two repetitions of Field 260:

```
01@A2nd ed.
```

```
01@ARepr. with corrections
```

FIELD 300

NAME OF PERSON

DEFINITION — The name identifying a person responsible for or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realization.

REPRESENTATION — In accordance with the practice of the agency preparing the record.

USE — Mandatory. Repeatable for the name of each person, when more than one person is responsible for the work.

INDICATORS

1: **0** = Level of responsibility undefined.
1 = Primary responsibility.
2 = Alternative responsibility.
3 = Secondary responsibility.

2: **0** = Source: not specified.
1 = Source: authority file of the agency.

NOTE — Names of persons vary in different countries in the type and number of elements which make up the name, and national usage can differ in the order and form of presentation of those elements. National cataloguing practices can also be very different in their choice of entry element and the form and order of presentation of other name elements. Some bibliographic agencies maintain authority files which include a record for each author with sufficient name details for unique identification. Other agencies may accept the form of the name as it appears on the item. The examples illustrate several ways of treating personal names in accordance with different cataloguing rules.

SUBFIELD **a** — **Entry element**
DEF — That part of a person's name by which it usually would be entered in an ordered list.
REP — In accordance with the practice of the agency preparing the record.
USE — Mandatory. Not repeatable.

SUBFIELD **b** — **Other name elements**
DEF — Other parts of the name excluding entry element, i.e. forenames, prefixes, suffixes.
REP — In accordance with the practice of the agency preparing the record.
USE — Mandatory. Not repeatable.

SUBFIELD **c** — **Additional elements to name**
DEF — Additional attributes to the name, e.g. honorific titles, words indicating family relationships, the term 'pseudonym' or equivalent.
REP — In abbreviated form, when possible.
USE — Optional. Repeatable, for different kinds of additional elements.

SUBFIELD **D** **Date(s)**

DEF A date or dates relating to the person whose name is entered in the field.

REP In accordance with the practice of the agency preparing the record.

USE Optional. Not repeatable.

SUBFIELD **E** **Role (Coded)**

DEF A numeric code designating the function of the person in relation to the item for which that individual is responsible, e.g. editor, compiler.

REP A code taken from the list of Role Codes shown in Section 4.8 of CCF.

USE Optional. Repeatable.

SUBFIELD **F** **Role (Non-coded)**

DEF A word or phrase designating the function of the person in relation to the item for which that individual is responsible.

REP In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable.

SUBFIELD **Z** **Authority number**

DEF A unique number assigned to the name heading of a person.

REP As assigned.

USE Optional. Not repeatable.

EXAMPLES

Example 1 The source format enters a name as follows: Entry element, the initials of forenames, title(s), role. For example, Stokes, R. B., editor. Contents of Field 300:

```
01@AStokes@BR.B.@E340
```

The first indicator is set to '0' since the source format does not define levels of responsibility. The second indicator is set to '1' since the data originates from a database which makes use of an authority file for personal names.

Example 2 The author Karl Popper is entered, according to different rules for entry, as:

Popper, Sir Karl R. (title precedes forenames)
Popper, Karl R. Sir (title follows forenames)
Popper, K.R., Sir (names stripped to initials, title preceded by comma)
Popper, Sir Karl Raimund (all names used in full)
Popper, Karl R. (title not used)

Each of these appears in Field 300 in one of the following forms. In each case the second indicator is set at '1', showing that an authority file form is used.

```
01@APopper@CSir@BKarl R.
01@APopper@BKarl R.@CSir
01@APopper@BK.R.@CSir
01@APopper@CSir@BKarl Raimund
01@APopper@BKarl R
```

Example 3 A number of source formats specify that a name should be entered in the form in which it is usually found on title pages or in reference sources; if necessary for distinguishing purposes, the full forms of the name elements and/or dates or birth and/or death are added. The form of the name on the item is: Smith, Peter C. A cataloguer has added '(Peter Charles)' and the date '1940- '. In this example, the person has the role of editor, and has secondary responsibility. Contents of Field 300:

```
31@ASmith@BPeter Charles@D1940-@Feditor
```

Example 4 The source format specifies that all the elements of a hyphenated compound surname are regarded as the entry element. Contents of Field 300, assuming level of responsibility undefined, and an authority record number 014678:

```
01@AMantuth-Bayette@BEunice@Z014678
```

Example 5 Some source formats demand that all the elements of a compound surname even when not hyphenated are the entry element. C. Day Lewis has a compound surname without a hyphen, and the name is entered as Day Lewis, Cecil. Contents of Field 300, assuming primary responsibility and authority file form:

```
11@ADay Lewis@BCecil
```

Example 6 In normal usage, Chinese names are written with the family name first. Because of differing database practices, Mao Zedong (to use one possible rendering of the name into the Roman alphabet) appears in some source formats as Mao Zedong, in others as Mao, Zedong. The following are possible alternative contents of Field 300.

```
00@AMao Zedong
```

```
00@AMao@BZedong
```

Example 7 An author has an honorific title of nobility which, according to the practices of the agency preparing the record, is placed between the entry element and other name elements. Contents of Field 300:

```
00@AStanhope@CLady@BHester
```

Example 8 The source format takes the author's name, Lord Todd, from the item. Since no other name elements are provided, the name is entered in Field 300 as:

```
00@ATodd@CLord
```

Example 9 When an author is known only by a pseudonym, this will be the name used as an access point unless it is the practice of the agency preparing the record to use 'Anon' in such cases Even when the pseudonym is made up of elements which could be construed as 'Surname, Forename', according to some rules the whole name is treated as an entry element. The pseudonym is Pan Painter. Contents of Field 300:

```
01@APan Painter
```

Example 10 Two epithets attached to the name are identified separately in the name as shown in the source format. This distinction is retained in the CCF. Contents of Field 300:

```
00@AAlexandra@CEmpress@CConsort of Nicholas II,
Emperor of Russia
```

Example 11 The source format gives two forms of the name: as derived from the item 'Bewley, Lois M.'; and a 'search form' consisting only of forename and initials, 'Bewley, L.M.'. Since the latter form can be derived algorithmically from the first, it is not necessary to include it in the record. The role of the person is given as 'Editor and translator'. Contents of Field 300:

```
30@ABewley@BLois M.@FEditor and translator
```

FIELD 310

NAME OF CORPORATE BODY

DEFINITION — The name identifying a corporate body responsible for or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realization. A corporate body is defined as any organization(s) or group of persons identified by a particular name.

REPRESENTATION — In accordance with the practice of the agency preparing the record.

USE — Mandatory. Repeatable for the name of each corporate body when more than one corporate body is responsible for the item; or for the name of the corporate body provided in more than one language.

INDICATORS

1: 0 = Level of responsibility undefined.
1 = Primary level of responsibility.
2 = Alternative level of responsibility.
3 = Secondary level of responsibility.

2: 0 = Source not specified.
1 = Source: authority file of the agency.

NOTE — The name of a corporate body can appear in varying forms, often in different versions on items produced by the body itself. Cataloguing codes also have different rules for the choice of the entry element and the form and order of other elements of the body's name. Some bibliographic agencies maintain authority files which include a record for each national corporate body identifying the authoritative form of its name. Other agencies may accept the form of the name elements and the order of those elements as they appear on the item. The examples illustrate varying ways of treating corporate body names in accordance with different cataloguing rules.

SUBFIELD **A** — **Entry element**

DEF — That part of the name of the corporate body by which it would be entered in an ordered list.

REP — In accordance with the practice of the agency preparing the record.

USE — Mandatory. Not repeatable.

SUBFIELD **B** — **Other parts of name**

DEF — Other parts of the name of the corporate body, e.g. subordinate or superior units, etc. when the corporate body is part of a hierarchical structure.

REP — In accordance with the practice of the agency preparing the record.

USE — Mandatory. Repeatable for each part of the name of the corporate body excepting the entry element.

SUBFIELD **C** **Qualifier**

DEF A term added to the name of the corporate body in order to provide additional information as an aid to identification, e.g. date(s), type of body.

REP In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable for different kinds of qualifiers.

SUBFIELD **D** **Address of corporate body**

DEF The address of the corporate body, possibly but not necessarily including postal address, city or town, country, postal code.

REP According to the conventions for postal addresses in the country of the corporate body.

USE Optional. Recommended when the corporate body is the distributor as well as being responsible for the item. Not repeatable.

SUBFIELD **E** **Country of corporate body**

DEF The country where the corporate body is situated.

REP A code taken from the list of Country Codes shown in Section 4.7.

USE Optional. Not repeatable.

SUBFIELD **F** **Role (Coded)**

DEF A code designating the function of the corporate body in relation to the item for which it is responsible.

REP A code taken from the list of Role Codes shown in Section 4.8.

USE Optional. Repeatable.

SUBFIELD **G** **Role (Non-coded)**

DEF A word or phrase designating the function of the corporate body in relation to the item for which it is responsible.

REP In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable.

SUBFIELD **L** **Language of entry element**

DEF The language of the element in Subfield A.

REP A code taken from the list of Language Codes shown in Section 4.4.

USE Mandatory when the name of the corporate body is given in different language forms and the field is repeated. Otherwise optional. Not repeatable.

SUBFIELD **S** **Script of entry element**

DEF The script of the entry element.

REP A code taken from the list of Script Codes shown in Section 4.6.

USE Optional. Not repeatable.

SUBFIELD **Z** **Authority number**

DEF A unique number assigned to the corporate name heading.

REP As assigned.

USE Optional. Not repeatable.

EXAMPLES

Example 1 The source format gives addresses with corporate bodies. Contents of Field 310:

```
01@APunjab University@DChandigarh 14
```

Example 2 The source format enters institutions whose name incorporates a place name under the place name. The Rijksuniversiteit, a university located at Leiden in the Netherlands, is entered under the place. Since the body is regarded as part of the entry element, it is included in Subfield A. Contents of Field 310:

```
01@ALeiden. Rijkuniversiteit
```

Example 3 The name of a corporate body needs a qualifier to explain it and distinguish it from other bodies with the same name. Contents of Field 310:

```
01@ALondonderry, Ireland@CCity
```

Example 4 An item includes the statement that it is edited by the Elsevier Editorial Team. Role is entered in non-coded form. The first indicator is set to 3 to indicate secondary responsibility. Contents of Field 310:

```
31@AElsevier Editorial Team@GEditor
```

Example 5 The practices of the agency preparing the record stipulate that organizations which are a partnership should be treated as a corporate body. The name of the first person of the partnership is inverted (i.e. sumame is the entry element) according to the practice of the agency. Subfield B is not used since there are no lower hierarchical levels of the organization mentioned. Contents of Field 310:

```
01@AWilson, Hugh, and Lewis
Womersley@COrganization
```

According to other practices the name of the first partner could be entered in direct order:

```
01@AHugh Wilson and Lewis Womersley@COrganization
```

Example 6 According to some cataloguing practices, working parties and ad hoc groups are entered under the name of the body to which they are responsible or by which they were established. Contents of Field 310:

```
01@AAslib@BComputer Applications Group
@BAcquisitions, Cataloguing and Circulation
Working Party
```

FIELD 320

NAME OF MEETING

DEFINITION — The name identifying a meeting responsible for or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realization. Meeting is a generic term for an occasional group; it covers congresses, symposia, diplomatic conferences, festivals, fairs, exhibitions, expeditions, etc.

REPRESENTATION — In accordance with the practice of the agency preparing the record.

USE — Mandatory. Repeatable for the name of each meeting when more than one meeting is responsible for the item; or for the name of the meeting provided in more than one language.

INDICATORS

1: 0 = Level of responsibility undefined.
1 = Primary responsibility.
2 = Alternative responsibility.
3 = Secondary responsibility.

2: 0 = Source: not specified.
1 = Source: authority file of the agency.

SUBFIELD **A** — **Entry element**
DEF — The name of the meeting.
REP — In accordance with the practice of the agency preparing the record.
USE — Mandatory. Not repeatable.

SUBFIELD **B** — **Other parts of name**
DEF — Other parts of the name of the meeting, e.g. subordinate or superior units when the meeting is part of a hierarchical structure.
REP — In accordance with the practice of the agency preparing the record.
USE — Mandatory. Repeatable for each part of the name of the meeting excepting the entry element.

SUBFIELD **C** — **Qualifier**
DEF — A term added to the name of the meeting in order to supply additional information as an aid to identification, e.g. date(s), type of meeting.
REP — In accordance with the practice of the agency preparing the record.
USE — Optional. Repeatable for different kinds of qualifiers.

SUBFIELD **E** — **Country**
DEF — The country where the meeting was held.
REP — A code taken from the list of Country Codes shown in Section 4.7.
USE — Optional. Not repeatable.

SUBFIELD **G** **Location of meeting**

DEF The name of the place where the meeting was held.

REP In accordance with the practice of the agency preparing the record.

USE Mandatory. Not repeatable.

SUBFIELD **H** **Date of meeting (in ISO format)**

DEF The date or inclusive dates of a meeting.

REP The date(s) in formalized form as shown in ISO 2014. In the case of spanning a period, the two dates are set out in full and separated by a hyphen. Any digit may be replaced by a question mark when a date of coverage or approximate date is given. When no month or day is given, the month or day is replaced by '0000'.

USE Mandatory when Subfield I is not used. Not repeatable.

SUBFIELD **I** **Date of meeting (in free format)**

DEF The date or inclusive dates of a meeting.

REP In accordance with the practice of the agency preparing the record.

USE Mandatory when Subfield H is not used. Not repeatable.

SUBFIELD **J** **Number of meeting**

DEF A number identifying an individual meeting within a series of numbered meetings of the same name.

REP In accordance with the practice of the agency preparing the record.

USE Mandatory when the meeting belongs to a numbered series. Not repeatable.

SUBFIELD **L** **Language of entry element**

DEF The language of the entry element in Subfield A.

REP A code taken from the list of Language Codes shown in Section 4.4.

USE Mandatory when the name of the corporate body is given in different language forms and the field is repeated. Otherwise optional. Not repeatable.

SUBFIELD **S** **Script of entry element**

DEF The script of the name of the meeting.

REP A code taken from the list of Script Codes shown in Section 4.6.

USE Optional. Not repeatable.

SUBFIELD **Z** **Authority number**

DEF A unique number assigned to the name of the meeting.

REP As assigned.

USE Optional. Not repeatable.

EXAMPLES

Example 1 In the source format, the proceedings of the 3rd United Nations Conference on the Law of the Sea are entered under the heading for the Conference by the agency preparing the record. Contents of Field 320:

```
11@AUnited Nations Conference on the Law of the
Sea@GNew York, et al.@H19730000@J3rd
```

Example 2 The item is the proceedings of the 17th A. N. Richards Symposium held at King of Prussia, Pennsylvania. Two forms of heading are shown here as possible contents of Field 320:

```
10@AA.N. Richards Symposium@J17th@H19750000@GKing
of Prussia, PA
```

```
10@ARichards (A.N.) Symposium@J17th@I1975@GKing of
Prussia, Pa
```

Example 3 In the source format, the second Vatican Council is entered as:

```
00@AVatican Council@J2@H19620000-19650000
```

Example 4 The agency preparing the record enters the complete dates when conferences are held. Contents of Field 320:

```
00@AInternational Symposium on Bibliographic
Exchange Formats@GTaormina, Sicily@H19780426-
19780428@EIT
```

FIELD 330

AFFILIATION

DEFINITION The name and/or address of the organization to which a person associated with the item is affiliated, or the private address of the person.

REPRESENTATION In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable.

INDICATORS 00

NOTE When a record contains a number of names of persons and/or a number of affiliations, each name may be linked to its appropriate affiliation, using Field 086 'Field to Field Linkage'.

SUBFIELD **A** **Entry element**
DEF That part of the name of the affiliation organization by which it is entered or would be entered in an ordered list.
REP In accordance with the practice of the agency preparing the record.
USE Mandatory unless Subfield D contains a private address. Not repeatable.

SUBFIELD **B** **Other parts of the name**
DEF Other parts of the name of the affiliation organization.
REP In accordance with the practice of the agency preparing the record.
USE Optional. Repeatable for each part of the name of the affiliation organization excepting the entry element.

SUBFIELD **C** **Qualifier**
DEF A term added to the name of the affiliation organization in order to supply additional information as an aid to identification, e.g. date(s), type of organization.
REP In accordance with the practice of the agency preparing the record.
USE Optional. Repeatable for different kinds of qualifiers.

SUBFIELD **D** **Address**
DEF The postal address of the affiliation, or the private address of the person associated with the item.
REP According to the conventions for postal addresses in the country of the corporate body.
USE Optional. Repeatable.

SUBFIELD **E** **Country of affiliation**

DEF The country where the affiliation organization is situated.

REP A code taken from the list of Codes for Names of Countries shown in Section 4.7.

USE Optional. Not repeatable.

SUBFIELD **L** **Language of affiliation**

DEF The language of the entry element of the affiliation organization.

REP A code taken from the list of Language Codes shown in Section 4.4.

USE Optional. Not repeatable.

EXAMPLES

Example 1 The author is attached to a Brazilian agency whose name is given in Portuguese. Contents of Field 330:

```
00@AInstituto Brasileiro de Informação em Ciência
e Tecnologia (IBICT)@DSCN - Quadra 2 - Bloco K,
70710 Brasilia, DF, Brazil@Lpor
```

Example 2 The author is a private consultant. The home address is entered in Subfield D of Field 330.

```
00@D23 rue de l'Yvette 78460 Chevreuse, France
```

Example 3 The code for the country is added as a qualification in Field 330:

```
00@AThe Institute of Development Studies,
University of Sussex@DBrighton BN1 9RE England@EGB
```

FIELD 400

PLACE OF PUBLICATION AND PUBLISHER

DEFINITION See subfields.

REPRESENTATION See subfields

USE Mandatory for all items except for component parts within serials. Repeatable when there is more than one publisher.

INDICATORS 00

SUBFIELD **A** **Place of publication**
DEF The name of the place or one of the places (usually town or other locality) where the item is published. This can include the state, province or country.
REP In accordance with the practice of the agency preparing the record.
USE Mandatory. Repeatable.

SUBFIELD **B** **Name of publisher**
DEF The name of the person or corporate body responsible for publishing the item.
REP The name of the publisher as shown on the item; it may be in a shortened form provided it can be identified without ambiguity.
USE Mandatory. Not repeatable.

SUBFIELD **C** **Full address of publisher.**
DEF The postal address of the publisher.
REP According to the conventions for postal addresses in the country of the publisher.
USE Optional. Repeatable.

SUBFIELD **D** **Country of publisher**
DEF The country or countries where the publisher is located.
REP A code taken from the list of Codes for Names of Countries shown in Section 4.7.
USE Optional. Repeatable.

EXAMPLES

Example 1 The place of publication and publisher are recorded in the source format as Amsterdam, North-Holland. Contents of Field 400:

```
00@AAmsterdam@BNorth-Holland
```

Example 2 The place of publication and publisher are recorded in the source format as Khemisset, MA, Province de Khemisset. MA is the country code for Morocco. Contents of Field 400:

```
00@AKhemisset@DMA@BProvince de Khemisset
```

Example 3 The postal address of the publisher is recorded in addition to the place and name of publisher. Contents of Field 400:

```
00@ALondon@CCalcutta House, Old Castle Street, E1
7NT@BLLRS Publications
```

Example 4 The source format enters '?' when the name of the publisher or source of publication is unknown. Contents of Field 400:

```
00@ACoimbra@B?@DPT
```

Example 5 Two publishers are named on the item. Contents of repeated Fields 400:

```
00@ABudapest@BOMKDK

00@ALondon@BUNIBID
```

Example 6 The publisher has offices in more than one place, from which the item is distributed. Contents of Field 400:

```
00@ALondon@AOxford@AMelbourne@ADelhi@BOxford
University Press
```

Alternatively, country codes may be added. Contents of Field 400:

```
00@ALondon@AOxford@DUK@AMelbourne@DAU@ADelhi
@DIN@BOxford University Press
```

FIELD 410

PLACE OF MANUFACTURE AND NAME OF MANUFACTURER

DEFINITION See subfields.

REPRESENTATION See subfields.

USE Optional. Repeatable when there is more than one manufacturer.

INDICATORS 00

SUBFIELD **A** **Place of manufacture**
DEF The name of the place or one of the places (usually town or other locality) where the item is produced or manufactured. This can include the state, province or country.
REP In accordance with the practice of the agency preparing the record.
USE Optional. Repeatable.

SUBFIELD **B** **Name of manufacturer**
DEF The name of the person or corporate body manufacturing the item.
REP In accordance with the practice of the agency preparing the record.
USE Optional. Not repeatable.

SUBFIELD **C** **Full address of manufacturer**
DEF The postal address of the printer.
REP According to the conventions for postal addresses in the country of the manufacturer.
USE Optional. Repeatable.

SUBFIELD **D** **Country of manufacture**
DEF The country where the manufacturer is located.
REP A code taken from the list of Codes for Names of Countries shown in Section 4.7.
USE Optional. Repeatable.

EXAMPLES

Example 1 A book is published in Great Britain, but printed in Turin, Italy; the printer is not recorded on the item. Contents of Field 410:

```
00@ATorino@DIT
```

Alternatively, in accordance with the practices of the agency preparing the record, it may be recorded as:

```
00@ATorino, Italia
```

Example 2 The item states on the title page: 'Printed for St. Just and Pendeen Old Cornwall Society, Redruth, by Redborne Printing Works.' Contents of Field 410:

```
00@A[Redborne]@BRedborne Printing Works
```

Contents of Field 400:

```
00@ARedruth@BSt. Just and Pendeen Old Cornwall
Society
```

FIELD 420

PLACE AND NAME OF DISTRIBUTOR

DEFINITION See subfields.

REPRESENTATION See subfields.

USE Optional. Repeatable when there is more than one distributor.

INDICATORS 00

SUBFIELD **A** **Place of distributor**
DEF The name of the place or one of the places (usually town or other locality) where the distributor is situated. This can include the state, province or country.
REP In accordance with the practice of the agency preparing the record.
USE Optional. Repeatable.

SUBFIELD **B** **Name of distributor**
DEF The name of the person or corporate body distributing the item.
REP In accordance with the practice of the agency preparing the record.
USE Optional. Not repeatable.

SUBFIELD **C** **Full address of distributor.**
DEF The postal address of the distributor.
REP According to the conventions for the postal address of the country of the distributor.
USE Optional. Repeatable.

SUBFIELD **D** **Country of distributor.**
DEF The country where the distributor is located.
REP A code taken from the list of Codes for Names of Countries shown in Section 4.7.
USE Optional. Repeatable.

EXAMPLES

Example 1 The item states on the title page: 'San Francisco, Editorial Consultants, distributed by Housemans, London.' Contents of Field 420:

```
00@ALondon@BHousemans
```

Contents of Field 400:

```
00@ASan Francisco@BEditorial Consultants
```

Example 2 An item is published by the Gateway Press, Baltimore and distributed by B.L. Gorbet of Farmington, New Mexico. The country code may be included. Contents of Field 420:

```
00@AFarmington, N.M.@BB.L. Gorbet@DUS
```

Contents of Field 400:

```
00@ABaltimore@BGateway Press@DUS
```

Example 3 The source format gives 'Uppsala' as the place of publication without a publisher being named. Stockholm is the place of distribution with Almqvist & Wiksell International named as the distributor. Contents of Field 420:

```
00@AStockholm@BAlmqvist & Wiksell International
```

Example 4 Reports published by the British Library Research & Development Department are available only from the British Library Lending Division. The source format gives the full address of the distributor. Contents of Field 420:

```
00@ABoston Spa@BB.L.L.D.@CBoston Spa, Wetherby,
Yorks LS23 7BQ@DGB
```

FIELD 440

DATE OF PUBLICATION

DEFINITION — Four different types of date of publication are permitted. These are distinguished by indicator position 1, and are defined as follows:

1= DATE OF PUBLICATION: Date or dates appearing on the item indicating when the item was published; in the case of complete serials, dates of first and last issues.

2= DATE OF COVERAGE: Date or dates related to the coverage of the contents (e.g. in statistical reports).

3= DATE OF COPYRIGHT: Date from which copyright is claimed, indicated in the item by 'c'.

4= APPROXIMATE DATE OF PUBLICATION: Date or dates estimated to be the most likely date of publication when no indication of the date appears in the item.

REPRESENTATION — See subfields.

USE — The use of one of the four dates defined above is mandatory for all items. Repeatable.

INDICATORS

1: 0 = Not specified.
1 = Date of publication.
2 = Date of coverage.
3 = Date of copyright.
4 = Approximate date of publication.

2: 0

Since use of one of the four types of date is mandatory, indicator 1 is only set to '0' when a record is received in a format which fails to identify the type of date.

NOTE — Field 440 appears in the same segment as the fields describing the item to which the date applies.

SUBFIELD A — **Date in formalized form.**

DEF — Any of the four types of dates defined above.

REP — The date(s) in formalized form as shown in accordance with ISO 2014. In the case of spanning a period, the two dates are set out in full and separated by a hyphen. Any digit may be replaced by a question mark when an approximate date is given. When no month or day is given, the month or day is replaced by '0000'.

USE — Mandatory when the date is convertible to ISO format. Not repeatable.

SUBFIELD **B** **Date in non-formalized form.**

DEF Any of the four types of dates defined above.

REP The date as it appears on the item. May be transliterated.

USE Mandatory when the date cannot be converted into the ISO format, e.g. a non-Gregorian date, dates including such terms as 'Spring', 'Winter'. Not repeatable.

EXAMPLES

Example 1 The date of publication of a monograph is 1986. '0000' is added. Contents of Field 440:

10@A19860000

Example 2 The date of publication of a monograph is 1982 or 1983. The last digit of the year is replaced by '?' and the indicator set to '4' to show that the date is uncertain. Contents of Field 440:

40@A198?0000

Example 3 A report which covers the period 1980-1986 was released in September 1987. Because two different kinds of dates are given the field must appear twice. Contents of repeated Fields 440:

10@A19870900

20@A19800000-19860000

Example 4 A monograph is published in 3 volumes. Volume 1 is dated 1985, volumes 2 and 3 are dated 1987. The date of the monograph is therefore 1985-1987. Contents of Field 440:

10@A19850000-19870000

Example 5 A serial is recorded which began in 1854 and is still continuing. Blanks (represented here by 'Ø') are placed in the end date. Contents of Field 440:

10@A18540000-ØØØØØØØØ

Example 6 A serial's first issue is dated 1st March 1954, and its last 25th September 1987. Contents of Field 440:

10@A19540301-19870925

Example 7 The date of a serial issue is September 1986, but the issues are always published in the middle of the following month. The date is therefore a coverage date and the first indicator is set at '2'. Contents of Field 440:

```
20@A19860900
```

Example 8 A monograph contains no date of publication, but there is a copyright date of 1987, which is entered with the first indicator set at '3'. Contents of Field 440:

```
30@A19870000
```

Example 9 An article in a newspaper is published on 17th June 1986. Contents of Field 440:

```
10@A19860617
```

Example 10 The date of a serial issue is Spring 1988. The date cannot be formalized. Contents of Field 440:

```
10@BSpring 1988
```

A formalized date may be included, using March for Spring as an approximation:

```
10@A19880300@BSpring 1988
```

Example 11 A serial shows 'Spring 1988' on the title page. It is not apparent when the item was published, but its contents clearly cover January to March 1988. Contents of Field 440:

```
20@A19880101-19880331
```

FIELD 441

DATE OF LEGAL DEPOSIT

DEFINITION Date on which the item has been received by a legal deposit agency.

REPRESENTATION Formalized in accordance with ISO 2014. Any digit may be replaced by a question mark when an approximate date is given. When no month or day is given, the month or day is replaced by '0000'.

USE Optional. Not repeatable.

INDICATORS 00

SUBFIELD A **Date of legal deposit**
For definition and representation see above.

USE Mandatory. Not repeatable.

EXAMPLE

Example 1 The date of legal deposit of an item is 16 June 1987. Contents of Field 441:

00@A19870616

FIELD 450

SERIAL NUMBERING AND DATE

DEFINITION — The numbers and/or dates of coverage of the first and last issues of a serial.

REPRESENTATION — In accordance with the practice of the agency preparing the record.

USE — Optional. Not repeatable. The field may contain serial numbering and/or dates when they are different, either in form or substance, from the date shown in Field 440 'Date of Publication'.

INDICATORS — 00

SUBFIELD A — **Serial numbering and date**
For definition and representation see above.
USE — Mandatory. Not repeatable.

EXAMPLES

Example 1 — An almanac started in 1931 and is still continuing. It is not numbered, the date serving as a number. Contents of Field 450:

00@A1931-

The volume relating to 1931 has a publication date of 1930. Contents of Field 440:

01@A19300000-

Example 2 — A directory was published from 1895 to 1986. The volumes were not numbered. Contents of Field 450:

00@A1895-1986

Example 3 — The numbering of a serial starts at volume 16 after a change of title, beginning with issue no. 1. It ends at volume 28, no. 6. The agency has elected not to show the date in Field 450 since the date already appears in Field 440. Contents of Field 450:

00@Avol. 16, no.1-vol.28, no.6

Example 4 — The source format records the above example as follows: 16(1) - 28(6). Contents of Field 450:

00@A16(1)-28(6)

Example 5 The source format records both date and numbering in the same field: No. 1- , Oct. 1986- . Contents of Field 450:

```
00@ANo.1-, Oct.1986-
```

FIELD 460

PHYSICAL DESCRIPTION

DEFINITION — Description of the physical attributes of the item.

REPRESENTATION — In accordance with the practice of the agency preparing the record.

USE — Optional. Not repeatable. The location of an item in relation to its host item should be recorded in Field 490.

INDICATORS — 00

SUBFIELD **A** — **Number of pieces and designation**
DEF — An indication of the number of pieces in an item, and/or the number of constituent parts (pages, frames, etc.) of an item consisting of one physical entity.
REP — In accordance with the practice of the agency preparing the record.
USE — Optional. Not repeatable.

SUBFIELD **B** — **Other descriptive details**
DEF — Physical data about an item other than the number of pieces and their description (see Subfield A) or dimensions (see Subfield C).
REP — In accordance with the practice of the agency preparing the record.
USE — Optional. Not repeatable.

SUBFIELD **C** — **Dimensions**
DEF — One or more of the linear measurements (height, width, depth) of an item and/or, in the case of items which require equipment for their use, dimensions relevant to the use of the item.
REP — In accordance with the practice of the agency preparing the record.
USE — Optional. Not repeatable. All the dimensions are entered in the same subfield.

SUBFIELD **D** — **Accompanying material**
DEF — Any item accompanying the item being described, issued at the same time as that item and intended to be used with it.
REP — In accordance with the practice of the agency preparing the record.
USE — Optional. Repeatable when there is more than one item of accompanying material.

EXAMPLES

Example 1 — A document consists of 2 volumes which are 25cm in height. Contents of Field 460:

```
00@A2 vols.@C25cm
```

Example 2 A document consists of 257 pages with illustrations. The document is 23cm in height, and there is a set of 4 slides in a pocket. Contents of Field 460:

```
00@A257p@Bill@C23cm@D4 slides
```

Example 3 A document is A4 size and contains 128 pages numbered A1-A40 and B1-B80. Contents of Field 460:

```
00@AA1-A40, B1-B80@CA4
```

Example 4 A document consists of 192 pages of which 10 are numbered i to x and the rest 1-182. It contains 1 coloured map, 1 coloured portrait and numerous other illustrations most of which are coloured. It is 25cm high. Contents of Field 460:

```
00@Ax, 182p.@Bill (chiefly col.), 1 col. map, 1
col. port.@C25cm
```

FIELD 465

PRICE AND BINDING

DEFINITION — information regarding the price of the item, the kind of binding to which the price applies, and the date when the price was determined.

REPRESENTATION — In accordance with the practice of the agency preparing the record.

USE — Optional. Repeatable for editions of a work in different bindings.

INDICATORS — 00

NOTE — When a price or binding is recorded in conjunction with an ISBN, Field 100 should be used rather than Field 465.

SUBFIELD **A** — **Price**
- DEF — Any digits or words expressing the cost of the item, with an indication of the currency in which that cost is expressed.
- REP — In accordance with the practice of the agency preparing the record.
- USE — Optional. Repeatable when more than one price or currency applies.

SUBFIELD **B** — **Binding**
- DEF — A description of the binding to which the price shown in Subfield A applies.
- REP — In accordance with the practice of the agency preparing the record.
- USE — Optional. Repeatable when more than one item is available in more than one binding.

SUBFIELD **C** — **Date of price**
- DEF — The date when the price shown in Subfield A was determined to be valid.
- REP — In accordance with the practice of the agency preparing the record.
- USE — Optional. Repeatable when there is more than one price.

EXAMPLE

Example 1 — In its country of publication the paperback edition of the item sells for approximately ten U.S. dollars in 1988. The code 'USD' is used by the agency creating the record to represent U.S. dollars. Contents of Field 465:

```
00@AUSD10@Bpbk@C1988
```

FIELD 480

SERIES STATEMENT AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY

DEFINITION Characters identifying a series to which the item belongs, including any numbering or lettering relating to the ordering of the item with a series or sub-series.

REPRESENTATION See subfields.

USE Optional. Repeatable when an item belongs to more than one series, or where there is a parallel series title. Alternately, parallel series titles may appear in a single repetition of Subfield A.

INDICATORS 00

NOTES This field is designed to accommodate cataloguing rules which provide for the series statement to appear in the description of an item which belongs to the series.

A series title used as an access point or key title will appear under title (Field 200) or key title (Field 201) in a separate segment.

SUBFIELD **A** **Series statement**

DEF A word, phrase, character or group of characters normally appearing on an item identifying a series to which the item belongs.

REP As on the item: in the form and sequence as shown on the item, exactly as to wording but not necessarily as to punctuation, capitalization or character set.

USE Optional. Not repeatable. Series names used as access points are in Field 200.

SUBFIELD **B** **Statement of responsibility associated with series statement**

DEF Name(s) or phrase(s) relating to the identification and/or function of any persons or corporate bodies responsible for or contributing to the creation of the series.

REP In the form and sequence shown on the item exactly as to wording but not necessarily as to punctuation or capitalization. A statement of responsibility may be transliterated. It can include the names of one or more than one person or corporate body.

USE Optional. Repeatable for each statement of responsibility found in the series.

SUBFIELD **C** **Part statement**

DEF The number or other identification of the item and its designation (e.g. no., vol., part) within the series recorded in Subfield A.

REP As shown on the item except that other numerals or numbers recorded in words are converted to Arabic numerals.

USE Mandatory. Not repeatable.

SUBFIELD **D** **ISSN**

DEF The ISSN of the series entered in Subfield A.

REP An eight-digit number including a check digit, appearing as two groups of four digits separated by a hyphen.

USE Optional. Not repeatable.

SUBFIELD **L** **Language of title**

DEF The language of the title in Subfield A.

REP A code taken from the list of Language Codes shown in Section 4.4.

USE When the title of the series is available in more than one language, the languages of the titles should be entered to indicate parallel series titles. Otherwise optional. Not repeatable.

SUBFIELD **S** **Script of title**

DEF The script of the title in Subfield A.

REP A code taken from the list of Script Codes shown in Section 4.6.

USE Optional. Not repeatable.

EXAMPLES

Example 1 *Coin hoards from Roman Britain* is occasional paper number 33 of the British Museum. The ISSN of the series is 0412-4815. Contents of Field 480:

```
00@AOccasional paper@BBritish Museum@CNo. 33
@D0412-4815
```

Example 2 *X-ray diffraction topography* by B. K. Tanner belongs to two series, both of which are named on the title page. Contents of repeated Fields 480:

```
00@AInternational series in the science of the
solid state@Cvol. 10

00@APergamon international library
```

Example 3 *Intestinal permeation* by M. Burke belongs to two series. Contents of repeated Fields 480:

```
00@AWorkshop conferences Hoechst@Cvol.4

00@AInternational congress series@CNo. 391
```

FIELD 490

PART STATEMENT

DEFINITION — Data locating a part in relation to a whole item (e.g. details on the location of a component part within a host item, dates specifying the period of time covered by a part).

REPRESENTATION — In accordance with the practice of the agency creating the record.

USE — Mandatory for all items which are component parts, for single volumes within multi-volume monographs, and for single volumes of series. Repeatable.

INDICATORS — 00

NOTE — The part statement for a component part will be carriec within the segment that describes the component part.

SUBFIELD **A** — **Volume/part numeration and designation**

DEF — A word, phrase, character or group of characters, normally appearing on an item indicating the volume, issue, part, etc. of a more inclusive item to which the item belongs.

REP — As on the item, modified, transliterated or translated.

USE — Mandatory for items treated as component parts unless the limits of the component part are defined by pagination alone. Repeatable for successive levels of volume, issue, etc.

SUBFIELD **B** — **Pagination defining a part**

DEF — An enumeration of the pages of a component part within the host item.

REP — As on the item.

USE — Mandatory when the pagination is necessary to define the limits of the component part within the host item. Not repeatable.

SUBFIELD **C** — **Other identifying data defining a part**

DEF — Any data other than volume/part numeration and designation and pagination, which defines a part.

REP — As on the item.

USE — Mandatory when necessary to identify the part in relation to the whole. Not repeatable.

EXAMPLES

Example 1 The item is a contribution in a serial. The record consists of two segments: Segment 0 contains the description of the contribution, Segment 1 contains the identification of the serial. The contribution is in vol. 36 on pages 255 to 260. Contents of Field 490 which will occur in Segment 0:

```
00@AVol. 36@B255-260
```

Example 2 A monograph *Molecular connectivity in chemistry and drug research* is volume 14 of the series *Medicinal Chemistry*. The target segment describes the monograph. Since the monograph is part of the series, the part statement appears in the target segment with the other elements that describe the monograph. Field 490 will occur in Segment 0:

```
00@AVol. 14
```

Within the record for this monograph, there is also a series statement which records the statement of the series exactly as found in the document. Contents of Field 480, which will occur in Segment 0:

```
00@AMedicinal Chemistry@Cvol. 14
```

FIELD 500

NOTE

DEFINITION — Any information about the item which is not entered elsewhere in the record, and which is included as part of the record.

REPRESENTATION — In accordance with the practice of the agency preparing the record.

USE — Optional. Repeatable. May be used to describe where and under what conditions an item is available. Notes relating to bibliographic history or the relationship of the item to other bibliographic items are entered in Field 510.

INDICATORS — 00

NOTE — Any kind of note which does not deal with bibliographic relationships (Field 510) serial frequency (Field 520) or contents (Field 530) may be entered in Field 500.

SUBFIELD **A** — **Note**
For definition and representation see above.
USE — Optional. Not repeatable.

EXAMPLES

Example 1 — The source format has separate subfields for degree, university, and date of thesis. These are converted to a single occurrence of Field 500:

```
00@AThesis (Ph.D.) - University of the West
Indies, 1987
```

Example 2
```
00@AAt head of title: Goscinny and Uderzo present
an Asterix adventure
```

Example 3
```
00@AAvailable on University Microfilms microfiche
no. 1276a
```

Example 4
```
00@AParallel text in English and Tagalog
```

Example 5
```
00@AThe result of a cooperative research project
at the Federal Highway Research Institute,
Bergisch Gladbach, Federal Republic of Germany
```

FIELD 510

NOTE ON BIBLIOGRAPHIC RELATIONSHIP

DEFINITION A note describing a bibliographic relationship between one item and another.

REPRESENTATION In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable.

INDICATORS 00

NOTE Notes on bibliographic relationships can usually be generated automatically from the data in the linking fields (Fields 080-085) and secondary segments. This may not be possible when the source format does not record links as segments; when the record to which the links are made does not exist or is not available; when information additional to that provided in the link is required in the note; or when the note includes a textual quote from the item.

SUBFIELD A **Note**
For definition and representation, see above.
USE Not repeatable.

EXAMPLES

Example 1 The item *Index to textile auxiliaries* was published in 1988. It was previously published in 1978 under the same title. Contents of Field 510:

```
00@APrevious ed.: 1978
```

Example 2 The item *Anatomy for students and teachers of physical education* which appeared in 1970 was later published as *Structural and functional anatomy for students and teachers of physical education.* The record of the later work contains a note as follows in Field 510:

```
00@APrevious ed. published as 'Anatomy for
students and teachers of physical education'. 1970
```

Example 3 A document is a reprint of a chapter of a book. Contents of Field 510:

```
00@AReprinted from Themes on Pacific lands by
M.C.R. Edgell and B.H. Farrell, 1984, p.5-15
```

Example 4 A document is a reprint from a serial. Contents of Field 510:

```
00@AOriginally published in Slavic Review, v.34
(2), Dec.1985
```

Example 5 The title *British Heritage* supersedes *British History Illustrated*. An appropriate note could have been created from a linkage field, but the source format does not record links. Contents of Field 510:

```
00@ASupersedes: British History Illustrated
```

Example 6 A note is taken from the item itself. The note is entered in quotation marks in the source format to indicate this. Contents of Field 510:

```
00@A'Reprinted from an unpublished experimental
edition'
```

Example 7 The booklet 'MARC: its history and implications' has also been published in the *Encyclopedia of Library and Information Science;* the note from the title page is quoted in Field 510:

```
00@A'Based on an article entitled Machine-Readable
Cataloguing (MARC) Program which appears in the
Encyclopedia of Library and Information Science,
volume 17'
```

FIELD 520

SERIAL FREQUENCY NOTE

DEFINITION See subfields.

REPRESENTATION See subfields.

USE Optional. Repeatable when the frequency of the serial has varied during its existence.

INDICATORS 00

NOTE Subfield A permits users to define their own codes. Various codes are used by different agencies, e.g. 'W' for weekly; 'W/2' for two issues per week; '1/12' for once each month.

SUBFIELD **A** **Frequency**
DEF A note on the frequency with which a serial is published.
REP In accordance with the practice of the agency preparing the record.
USE Mandatory. Not repeatable.

SUBFIELD **B** **Dates of frequency**
DEF The dates for which the frequency stated in Subfield A are valid.
REP In accordance with the practice of the agency preparing the record.
USE Optional. Not repeatable. Required only when the frequency of a serial changes.

EXAMPLES

Example 1 A serial is published monthly. Contents of Field 520:

```
00@AM
```

Example 2 A journal was published monthly from 1940 to 1980 and has been published quarterly since. Contents of repeated Fields 520:

```
00@AMonthly@B1940-1980

00@AQuarterly@B1981-
```

FIELD 530

CONTENTS NOTE

DEFINITION A description or list of the works, parts or pieces contained in the item being described.

REPRESENTATION In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable.

INDICATORS 00

SUBFIELD **A** **Contents note**
For definition and representation see above.
USE Mandatory. Not repeatable.

EXAMPLES

Example 1 The record of a book *The eleventh Simenon omnibus* has the following contents note in Field 530:

```
00@AContents:- The Venice train; Maigret and the
millionaires; The Innocents
```

Example 2 A document entitled *The price of tranquility: the manufacture and use of psychotropic drugs* contains two papers. According to the practice of the source format each paper is entered in a separate subfield; in the CCF each must be entered in a separate field. Contents of repeated Fields 530:

```
00@AThe family doctor's role in psychotropic drug
use by Peter A. Parish
```

```
00@AThe international pharmaceutical industry,
with special reference to psychotropic drugs by S.
Lall
```

Example 3 The above as entered in an alternative format in repeated Fields 530:

```
00@AParish, Peter A. The family doctor's role in
psychotropic drug use
```

```
00@ALall, S. The international pharmaceutical
industry, with special reference to psychotropic
drugs
```

FIELD 600

ABSTRACT

DEFINITION — A brief description of the content of an item. Intended to include informative, indicative, critical or evaluative abstracts, summaries, etc.

REPRESENTATION — In accordance with the practice of the agency preparing the record.

USE — Optional. Repeatable.

INDICATORS — 00

SUBFIELD **A** — **Abstract**
For definition and representation see above.
USE — Mandatory. Not repeatable.

SUBFIELD **L** — **Language of abstract**
DEF — Identification of the language of the abstract.
REP — A code taken from the list of Language Codes shown in Section 4.4.
USE — Optional. Not repeatable.

EXAMPLES

Example 1 — A record for a journal article 'Microcomputers as information dissemination tools' has an abstract taken from the article. Contents of Field 600:

```
00@APreliminary investigation of a microcomputer
as an aid in both local and network information
handling indicates that there are major benefits.
The system has proven useful both in instructional
settings and in approximations of normal library/
information centre tasks.
```

Example 2 *IFLA journal* summarises contributions in English, French and German. In this example the English and French summaries are taken from the journal and entered in the record. Contents of repeated Fields 600:

```
00@AEconomic considerations and doubts about the
future role of public libraries are major factors
which introduce uncertainty into the future
planning of public library buildings at the
present time. Discussion of building requirements
should follow the debate on policy, not precede
it.@Leng

00@ADes considérations économiques et des
incertitudes sur le rôle futur des bibliothèques
publiques sont les facteurs les plus importants de
l'indécision dans la future planification actuelle
des bâtiments des bibliothèques publiques. La
discussion sur les bâtiments devrait suivre et non
précéder le debat à venir sur leur rôle.@Lfre
```

FIELD 610

CLASSIFICATION SCHEME NOTATION

DEFINITION — A notation assigned to an item according to the provisions of a classification scheme.

REPRODUCTION — In accordance with the classification scheme identified in Subfield B.

USE — Optional. Repeatable either for each classification notation, or for each classification system.

INDICATORS — 00

SUBFIELD **A** — **Notation**
For definition and representation see above.
USE — Mandatory. Repeatable.

SUBFIELD **B** — **Identification of classification scheme**
DEF — An identification of the classification scheme used in Subfield A.
REP — In accordance with the practice of the agency preparing the record.
USE — Mandatory. Not repeatable.

EXAMPLES

Example 1 — A document on computer printers is classified 681.327.54'11 according to the Universal Decimal Classification (UDC). Contents of Field 610:

```
00@A681.327.54'11@BUDC
```

Example 2 — A document on angina, a heart condition, is classified 616.122 according to the 18th edition of the Dewey Decimal Classification scheme (DC18). Contents of Field 610:

```
00@A616.122@BDC18
```

FIELD 620

SUBJECT DESCRIPTOR

DEFINITION — A word, term, name or phrase chosen to express a concept or a combination of concepts which are present in the work contained in the item, in order to facilitate retrieval of the item.

REPRESENTATION — Subject descriptors can be controlled according to a subject system, e.g. selected from a thesaurus or a list of subject headings, in which case they are in accordance with the practice of the system identified in Subfield B; otherwise they are in accordance with the practice of the agency preparing the record.

USE — Optional. Repeatable for each subject descriptor system (i.e. thesaurus or list of subject headings).

INDICATORS — 00

SUBFIELD A — **Subject descriptor**
For definition and representation see above.
USE — Mandatory. Repeatable.

SUBFIELD B — **Identification of subject system**
DEF — A term or code identifying the subject system, from which the descriptor in Subfield A is taken. The term 'None' or its equivalent may be used if no thesaurus or controlled list is used, or the term 'Unknown' or its equivalent if appropriate.
REP — In accordance with the practice of the agency preparing the record.
USE — Mandatory. Not repeatable.

EXAMPLES

Example 1 — The following terms are applied to a document: Nigeria. Zaria region. Muslims. Hausa. Women. 1900-1950. Contents of Field 620:

```
00@ANigeria@AZaria region@AMuslims@AHausa
@AWomen@A1900-1950@BUnknown
```

Example 2 — The following terms have been applied to a document in the *Zoological Record:* Radioactive pollution/Marine habitat/ Echinoidea/Arbacea punctulata. Contents of Field 620:

```
00@ARadioactive pollution@AMarine
habitat@AEchinoidea@AArbacea punctulata@BZool.
Rec.
```

Example 3 A Library of Congress Subject Heading is applied to the document. Contents of Field 620:

```
00@AFrance--Description and travel@BLCSH
```

Example 4 The above as entered in an alternative format in repeated subfields. Contents of Field 620:

```
00@AFrance@ADescription and travel@BUSLCSH
```

4 CODES USED IN THE DATA ELEMENTS

4.1 Record status codes

4.2 Bibliographic level codes

4.3 Character set codes

4.4 Language codes

4.5 Physical medium codes

4.6 Script codes

4.7 Codes for names of countries

4.8 Role codes

4.9 Organization codes

4.10 Field linking codes

4.11 National bibliography and legal deposit agency codes

4.12 Vertical relationship codes

4.13 Horizontal relationship codes

4.14 Completeness of record codes

4.15 Type of material codes

4.1

RECORD STATUS CODES

SOURCE These codes have been developed for use in the CCF.

USE These codes are used in character 5 of the record label.

CODES

a New record.

b Replacement record: a record that is intended to replace a previously issued record. A record with this code takes the place of a record with the same identifier issued at an earlier date.

c Deleting record: a record that is intended to cause the deletion of a previously distributed record. A record with this code will cause the removal from a file of a record with the same identifier issued at an earlier date.

4.2

BIBLIOGRAPHIC LEVEL CODES

SOURCE These codes have been developed for use in the CCF.

USE These codes are used in character 7 of the record label and Field 015.

CODES

s Serial: a bibliographic item in any medium issued in successive parts, usually having numerical or chronological designations, and intended to be continued indefinitely. Serials include periodicals, annuals (reports, yearbooks, directories, etc.), the journals, memoirs, proceedings, transactions, etc. of societies and series of monographs. The last is defined as a group of separate, related publications.

m Single volume monograph: a bibliographic item complete in one physical part; may be a volume of a multi-volume monograph.

c Multi-volume monograph: a bibliographic item complete or intended to be completed in a finite number of separate parts.

a Component part: a bibliographic item which for purposes of bibliographic identification or access absolutely requires reference to the document of which it forms a part. Component parts include chapters in monographs, articles in serials, illustrations and maps in printed text, an aria in a music score issued with a sound recording, etc. Also commonly called analytic.

e Made-up collection: a bibliographic item that is a made up collection; for example the manuscripts of an individual author.

4.3

CHARACTER SET CODES

SOURCE — These codes are registration numbers taken from the ISO International Register of Coded Character Sets, as described in Section 2.6.

USE — These codes are used in Field 030.

CODES — These are the most commonly used code sets. Instructions for obtaining other codes are shown under Field 030.

1	Default control functions (ISO 646)
2	International Reference Version graphic set (ISO 646)
37	Basic Cyrillic graphic character set
53	Extension of the Latin alphabet coded character set for bibliographic interchange (ISO 5246-1980)
54	Extension of the coded character set of the Cyrillic alphabet for bibliographic use (DIS 5427-1981)
55	Greek alphabet character set for bibliographic use (ISO 5428-1980)
67	Additional control functions for bibliographic use (ISO 6630)

4.4

LANGUAGE CODES

SOURCE — At present there is no suitable, internationally accepted code for names of languages. Until one is developed and adopted as a standard, users of the CCF should use the language codes listed below. The list is taken from the *ISDS Manual.*[6]

USE — These codes are used in Fields 031, 040, 041, 200, 201, 210, 220, 221, 222, 223, 230, 240, 260, 310, 320, 330, 480, and 600.

CODES

Abnaki *use* Algonquian languages ..... alg
Acholi ..... ach
Acoli *use* Acholi ..... ach
Afghan *use* Pushto ..... pus
Afrihili ..... afh
Afrikaans ..... afr
Afro-Asiatic ..... afa
Ainu *use* Miscellaneous ..... mis
Akan *use* Niger-Congo ..... nic
Akkadian ..... akk
Albanian ..... alb
Aleut ..... ale
Algonkin *use* Ojibwa ..... oji
Algonquian languages ..... alg
Aljamia ..... ajm
Amarinya *use* Amharic ..... amh
Amharic ..... amh
Ancient Greek *use* Greek, Ancient (to 1453) ..... grc
Ancient Hebrew *use* Hebrew ..... heb
Anglo-Norman *use* Romance ..... roa
Anglo-Saxon (ca. 600-1100) ..... ang
Annamese *use* Vietnamese ..... vie
Anzanite *use* Elamite ..... elx
Apache ..... apa
Arabic ..... ara
Aramaic ..... arc
Arapaho ..... arp
Araucanian ..... arn
Arawak ..... arw
Armenian ..... arm
Armoric *use* Breton ..... bre
Ashanti *use* Niger-Congo ..... nic
Assamese ..... asm
Assiniboin *use* Dakota ..... dak
Assyro-Babylonian *use* Akkadian ..... akk
Athapascan languages ..... ath
Avar *use* Avaric ..... ava
Avaric ..... ava
Avesta ..... ave
Avestan *use* Avesta ..... ave
Awadhi ..... awa
Aymara ..... aym
Azerbaijani ..... aze
Azeri *use* Azerbaijani ..... aze
Aztec *use* Nahuatlan ..... nah
Baltic ..... bat
Baluchi ..... bal
Bamana *use* Bambara ..... bam
Bambara ..... bam
Bantu *use* Niger-Congo ..... nic
Bashkir ..... bak
Basque ..... baq
Bedja *use* Beja ..... bej
Beja ..... bej
Bella Bella *use* Wakashan languages ..... wak
Bella Coola *use* Salishan languages ..... sal
Belorussian ..... bel
Bemba ..... bem
Bengali ..... ben
Beothuk *use* North American Indian ..... nai
Berber languages ..... ber
Bhojpuri ..... bho
Biblical Greek *use* Greek, Ancient (to 1453) ..... grc
Biloxi *use* Siouan languages ..... sio
Biluchi *use* Baluchi ..... bal
Bishari *use* Beja ..... bej
Blackfoot ..... bla
Bohemian *use* Czech ..... cze
Braj ..... bra
Breton ..... bre
Bulgarian ..... bul
Bulgarian, Old *use* Church Slavic ..... chu
Burmese ..... bur
Bushman *use*

Sub-Saharan African ..... ssa
Byelorussian *use* Belorussian ..... bel
Byzantine Greek *use*
Greek, Ancient (to 1453) ..... grc
Caddo ..... cad
Cambodian ..... cam
Canerese *use* Kannada ..... kan
Carib ..... car
Carrier *use* Athapascan languages ..... ath
Castillian *use* Spanish ..... spa
Catalan ..... cat
Caucasian ..... cau
Cayuga *use* Iroquoian languages ..... iro
Central American Indian ..... cai
Celtic, Celtic Group ..... cel
Central Magahi *use* Magahi ..... mag
Cewa *use* Nyanja ..... nya
Chaldean *use* Aramaic ..... arc
Chamorro *use* Malayo-Polynesian ..... map
Chechen ..... che
Cherokee ..... chr
Chewa *use* Nyanja ..... nya
Cheyenne ..... chy
Chibcha ..... chb
ChiChewa *use* Nyanja ..... nya
Chichimeca-Jonaz *use*
Otomian languages ..... oto
Chinese ..... chi
Chinook Jargon ..... chn
Chipewyan *use* Athapascan languages ath
Chippewa *use* Ojibwa ..... oji
Chiwere *use* Siouan langauges ..... sio
Choctaw ..... cho
Chontal of Tabasco *use*
Mayan languages ..... myn
Chorti *use* Mayan languages ..... myn
Church Slavic ..... chu
Chuvash ..... chv
CiNyanja *use* Nyanja ..... nya
Classical Greek *use*
Greek, Ancient to (1453) ..... grc
Comox *use* Salishan languages ..... sal
Congo *use* Kongo ..... kon
Coptic ..... cop
Cornish ..... cor
Cree ..... cre
Creek *use* Muskogee ..... mus
Creoles and Pidgins ..... crp
Croatian *use* Serbo-Croatian (Roman) . scr
Crow *use* Siouan languages ..... sio
Cushitic ..... cus
Czech ..... cze
Dakota ..... dak
Danish ..... dan
Dano-Norwegian *use* Norwegian ..... nor
Delaware ..... del
Demotic *use* Egyptian ..... egy
Denca *use* Dinka ..... din
Dinka ..... din
Dogri ..... doi
Dogrib *use* Athapascan languages ..... ath
Dravidian ..... dra
Duala ..... dua
Dutch (use for Flemish) ..... dut
Dutch, Middle ..... dum
Efik ..... efi
Egyptian ..... egy
Elamite ..... elx
English ..... eng
English, Middle (ca. 1100-1500) ..... enm
English, Old *use*
Anglo-Saxon (ca 600-1100) ..... ang
Erse *use* Irish ..... iri
Eskimo ..... esk
Eskimoan *use* Eskimo ..... esk
Esperanto ..... esp
Estonian ..... est
Ethiopic ..... eth
Etruscan *use* Miscellaneous ..... mis
Ewe ..... ewe
Fan *use* Fang ..... fan
Fang ..... fan
Faroese ..... far
Farsi *use* Persian, Modern ..... per
Filipino *use* Tagalog ..... tag
Finnish ..... fin
Finno-Ugrian ..... fiu
Flemish *use* Dutch ..... dut
Fon ..... fon
Fox *use* Algonquian languages ..... alg
French ..... fre
French, Middle (ca. 1500-1700) ..... frm
French, Old (ca. 842-1500) ..... fro
Frisian ..... fri
Ga ..... gaa
Gaelic (Irish) *use* Irish ..... iri
Gaelic (Scots) ..... gae
Galla ..... gal
Gallegan *use* Romance ..... roa
Ganda *use* Luganda ..... lug
Ge'ez *use* Ethiopic ..... eth
Georgian ..... geo
German ..... ger
German, Middle High (ca. 1050-1500).. gmh
German, Old High (ca. 750-1050) ..... goh
Germanic ..... gem
Gipsy *use* Romany ..... rom
Gondi ..... gon
Gothic ..... got
Greek, Ancient (to 1453) ..... grc
Greek, Biblical *use*
Greek, Ancient (to 1453) ..... grc
Greek, Byzantine *use*
Greek, Ancient (to 1453) ..... grc
Greek, Classical *use*
Greek, Ancient (to 1453) ..... grc
Greek, Hellenistic *use*
Greek, Ancient (to 1453) ..... grc
Greek, Medieval *use*
Greek, Ancient (to 1453) ..... grc

Greek, Modern (1453-) ..... gre
Greek, Patristic *use* Greek, Ancient (to 1453) ..... grc
Greenlandic *use* Eskimo ..... esk
Guarani ..... gua
Guerze *use* Kpelle ..... kpe
Gujarati ..... guj
Gypsy *use* Romany ..... rom
Haida ..... hai
Haisla *use* Wakashan languages ..... wak
Halkomelem *use* Salishan languages ..... sal
Hare *use* Athapascan languages ..... ath
Heiltsuk *use* Wakashan languages ..... wak
Hausa ..... hau
Hawaiian ..... haw
Hebrew ..... heb
Hellenistic Greek *use* Greek, Ancient (to 1453) ..... grc
Herero ..... her
Hidatsa *use* Siouan languages ..... sio
Hieratic *use* Egyptian ..... egy
Hieroglyphics *use* Egyptian ..... egy
Himachali ..... him
Hindi ..... hin
Hottentot *use* Sub-Saharan African ..... ssa
Hungarian ..... hun
Hupa ..... hup
Iai *use* Malayo-Polynesian ..... map
Ibidio *use* Efik ..... efi
Icelandic ..... ice
Ilocano ..... ilo
Iloko *use* Ilocano ..... ilo
Indic ..... inc
Indo-European ..... ine
Indonesian ..... ind
Interlingua ..... int
Iranian ..... ira
Irish ..... iri
Irish, Old *use* Indo-European ..... ine
Iroquoian languages ..... iro
Isi-Xosa *use* Xhosa ..... xho
Italian ..... ita
Jacalteca *use* Mayan languages ..... myn
Japanese (use for related Japanese languages and dialects ..... jpn
Javanese ..... jav
Javanese, Old *use* Malayo-Polynesian .. map
Judaeo-Arabic ..... jrb
Judaeo-German *use* Yiddish ..... yid
Judaeo-Persian ..... jpr
Judeao-Spanish *use* Ladino ..... lad
Kachin ..... kac
Kafir *use* Xhosa ..... xho
Kamba ..... kam
Kanarese *use* Kannada ..... kan
Kangri *use* Dogri ..... doi
Kannada ..... kan
Kanuri ..... kau
Karakalpak ..... kaa
Karen ..... kar
Kashmiri ..... kas
Kaska *use* Athapascan languages ..... ath
Kawchottine *use* Athapascan languages ..... ath
Kawi *use* Malayo-Polynesian ..... map
Kazakh ..... kaz
Kechua *use* Quechua ..... que
Kekchi *use* Mayan languages ..... myn
Kewa *use* Papuan-Australian ..... paa
Khasi ..... kha
Khmer *use* Cambodian ..... cam
Khotanese ..... kho
Kiche *use* Mayan languages ..... myn
Kikuyu ..... kik
Kinyarwanda ..... kin
Kiowa Apache *use* Athapascan languages ..... ath
Kirghiz ..... kir
Kirundi *use* Rundi ..... run
Kongo ..... kon
Kongri *use* Dogri ..... doi
Konkani ..... kok
Korean (use for related Korean languages and dialects) ..... kor
Koyukon *use* Athapascan languages .... ath
Kpelle ..... kpe
Kru ..... kro
Kurdish ..... kur
Kurukh ..... kru
Kutchin *use* Athapascan languages ..... ath
Kutenai ..... kut
Kwakiutl *use* Wakashan languages ..... wak
Lacandon Maya *use* Mayan languages ..... myn
Ladin *use* Rhaeto-Romance ..... roh
Ladino ..... lad
Lahnda ..... lah
Lakota *use* Dakota ..... dak
Lallans *use* Germanic ..... gem
Lamba ..... lam
Landsmaal *use* Norwegian ..... nor
Langue d'oc (Post-1500) ..... lan
Laotian ..... lao
Lapp ..... lap
Latin ..... lat
Latvian ..... lav
Lettish *use* Latvian ..... lav
Lillooet *use* Salishan languages ..... sal
Lithuanian ..... lit
Lolo (Bantu) ..... lol
Lowland Scots *use* Germanic ..... gem
Luba ..... lub
Luganda ..... lug
Luiseno ..... lui
Macedonian ..... mac
Madagascan *use* Malagasy ..... mla

Magahi ..... mag
Magahi, Central *use* Magahi ..... mag
Magahi, Northern *use* Magahi ..... mag
Magahi, Southern *use* Magahi ..... mag
Magyar *use* Hungarian ..... hun
Maithili ..... mai
Malagasy ..... mla
Malay ..... may
Malayalam ..... mal
Malayo-Polynesian ..... map
Malecite *use* Algonquian languages .... alg
Maltese ..... mlt
Mandan *use* Siouan languages ..... sio
Mandingo ..... man
Manobo ..... mno
Manx ..... max
Maori ..... mao
Marathi ..... mar
Marwari ..... mwr
Masai ..... mas
Mashona *use* Shona ..... sho
Matlatzinca *use* Otomian languages .... oto
Mayan languages ..... myn
Mazahua *use* Otomian languages ..... oto
Mbundu (Benguela district) *use*
Umbundu ..... umb
Medieval Greek *use*
Greek, Ancient (to 1453) ..... grc
Mende ..... men
Menominee *use*
Algonquian languages ..... alg
Micmac ..... mic
Middle Dutch *use*
Dutch, Middle (ca. 1050-1350) ..... dum
Middle English *use*
English, Middle (ca. 1100-1500) ..... enm
Middle French *use*
French, Middle (ca. 1500-1700) ..... frm
Middle High German *use*
German, Middle High (ca. 1050-
1500) ..... gmh
Middle Persian *use* Pahlavi ..... pal
Middle Scots *use* Germanic ..... gem
Milanese *use* Italian ..... ita
Miscellaneous ..... mis
Modern Hebrew *use* Hebrew ..... heb
Mohawk ..... moh
Mohegan *use* Algonquian languages ... alg
Moldavian ..... mol
Mole *use* Mossi ..... mos
Mongo *use* Lolo (Bantu) ..... lol
Mongol ..... mon
Montagnais (Athapascan) *use*
Athapascan languages ..... ath
Montagnais (Cree) *use* Cree ..... cre
Mopan Maya *use* Mayan languages .... myn
More *use* Mossi ..... mos
Mossi ..... mos
Multilingual ..... mul
Muskogee ..... mus

Nagpuria *use* Bhojpuri ..... bho
Nahuatlan ..... nah
Nandi *use*
Sub-Saharan African ..... ssa
Nano *use* Umbundu ..... umb
Nascapee *use* Cree ..... cre
Navaho ..... nav
Neo-Syriac *use* Syriac ..... syr
Nepali ..... nep
Netherlandic *use* Dutch ..... dut
Newari ..... new
Nguna *use* Malayo-Polynesian ..... map
Niger-Congo ..... nic
Nitinat *use* Wakashan languages ..... wak
Nootka *use* Wakashan languages ..... wak
North American Indian ..... nai
Northern Magahi *use* Magahi ..... mag
Northern Sotho ..... nso
Norwegian ..... nor
Ntlakyapamuk *use* Salishan languages . sal
Nubian ..... nub
Nyamwezi ..... nym
Nyanga *use* Niger-Congo ..... nic
Nyanja ..... nya
Nyoro ..... nyo
Occitan, Modern (post-1500) *use*
Langue d'oc (post-1500) ..... lan
Occitan, Old (to 1500) *use*
Provencal (to 1500) ..... pro
Ocuiltec *use* Otomian languages ..... oto
Ofogoula *use* Siouan languages ..... sio
Ojibwa ..... oji
Okinagan *use* Salishan languages ..... sal
Old Bulgarian *use* Church Slavic ..... chu
Old Church Slavonic *use*
Church Slavic ..... chu
Old English *use*
Anglo-Saxon (ca. 1000-1100) ..... ang
Old French *use*
French, Old (ca. 842-1500) ..... fro
Old High German *use*
German, Old High (ca. 750-1050) .. goh
Old Irish *use*
Indo-European ..... ine
Old Javanese *use* Malayo-Polynesian ... map
Old Persian *use* Persian, Old (ca. 600
B.C.-400 B.C.) ..... peo
Old Provencal (to 1500) *use*
Provencal (to 1500) ..... pro
Old Russian *use* Slavic ..... sla
Old Swedish *use* Germanic ..... gem
Oneida *use* Iroquoian languages ..... iro
Onondaga *use* Iroquoian languages .... iro
Oriya ..... ori
Osage ..... osa
Osmanli *use*
Ottoman Turkish ..... ota
Ossetic ..... oss
Ostiak Samoyed *use* Selkup ..... sel
Othomi *use* Otomian languages ..... oto

Otomi *use* Otomian languages ..... oto
Otomian languages ..... oto
Ottawa *use* Ojibwa ..... oji
Ottoman Turkish ..... ota
Pahlavi ..... pal
Pali ..... pli
Pame *use* Otomian languages ..... oto
Panjabi ..... pan
Panjabi (Western) *use* Lahnda ..... lah
Papuan-Australian ..... paa
Pashto *use* Pushto ..... pus
Passamaquoddy *use*
Algonquian languages ..... alg
Patristic Greek *use*
Greek, Ancient (to 1453) ..... grc
Pehlevi *use* Pahlevi ..... pal
Pennsylvania Dutch *use*
Germanic ..... gem
Penobscot *use* Algonquian languages . alg
Persian, Middle *use* Pahlavi ..... pal
Persian, Modern ..... per
Persian, Old (ca 600 B.C.-400 B.C.)..... peo
Pidgin English *use*
Creoles and Pidgins ..... crp
Pilipino *use* Tagalog ..... tag
Polish ..... pol
Polyglot *use* Multilingual ..... mul
Portuguese ..... por
Potawatomi *use*
Algonquian languages ..... alg
Prakrit ..... pra
Provencal (to 1500) ..... pro
Provencal, Modern (post-1500) *use*
Langue d'oc (post-1500) ..... lan
Provencal, Old (to 1500) *use*
Provencal (to 1500) ..... pro
Punjabi *use* Panjabi ..... pan
Pushto ..... pus
Quechua ..... que
Quiche *use* Mayan languages ..... myn
Raeto-Romance *use* Rhaeto-Romance .. roh
Rajasthani ..... raj
Rhaeto-Romance ..... roh
Riksmaal *use* Norwegian ..... nor
Romance ..... roa
Romanian ..... rum
Romansh *use* Rhaeto-Romance ..... roh
Romany ..... rom
Ruanda *use* Kinyarwanda ..... kin
Rumanian *use* Romanian ..... rum
Rumansh *use* Rhaeto-Romance ..... roh
Rundi ..... run
Russian ..... rus
Russian, Old *use* Slavic ..... sla
Ruthenian *use* Ukrainian ..... ukr
Saka *use* Khotanese ..... kho
Salish *use* Salishan languages ..... sal
Salishan languages ..... sal
Salteaux *use* Ojibwa ..... oji
Samaritan Aramaic ..... sam
Sandawe ..... sad
Sango ..... sag
Sanskrit ..... san
Santee *use* Dakota ..... dak
Sarsi *use* Athapascan languages ..... ath
Scots Gaelic *use* Gaelic (Scots) ..... gae
Sechelt *use* Salishan languages ..... sal
Sechuana *use* Tswana ..... tsw
Sekani-Beaver *use*
Athapascan languages ..... ath
Selkup ..... sel
Semitic ..... sem
Seneca *use* Iroquoian languages ..... iro
Sephardic *use* Ladino ..... lad
Serbian *use* Serbo-Croatian (Cyrillic) ... scc
Serbo-Croatian (Cyrillic) ..... scc
Serbo-Croatian (Roman) ..... scr
Serer ..... srr
SeSotho Group *use* Southern Sotho .. sso
Sesuto *use* Southern Sotho ..... sso
Shan ..... shn
Shona ..... sho
Shuswap *use* Salishan languages ..... sal
Siamese *use* Thai ..... tha
Sidamo ..... sid
Siksika *use* Blackfoot ..... bla
Sindhi ..... snd
Sinhalese ..... snh
Sino-Tibetan ..... sit
Siouan languages ..... sio
Sioux *use* Dakota ..... dak
Slave *use* Athapascan languages ..... ath
Slavic ..... sla
Slovak ..... slo
Slovenian ..... slv
Sogdian ..... sog
Somali ..... som
Songhai ..... son
Sorbian languages *use* Wendic ..... wen
Sorbic *use* Wendic ..... wen
Sotho *use* Southern Sotho ..... sso
Sotho, Northern *use*
Northern Sotho ..... nso
Sotho, Southern *use* Southern Sotho sso
South American Indian ..... sai
Southern Magahi *use* Magahi ..... mag
Southern Sotho ..... sso
Spanish ..... spa
Squamish *use* Salishan languages ..... sal
Straits Salish *use* Salishan languages ... sal
Sub-Saharan African ..... ssa
Sudanic languages *use*
Niger-Congo ..... nic
Sukuma ..... suk
Sumerian ..... sux
Sundanese ..... sun
Sur-silvan *use* Rhaeto-Romance ..... roh
Susian *use* Elamite ..... elx
Susu ..... sus
Swahili ..... swa

Swedish ..... swe
Swedish, Old *use* Germanic ..... gem
Syriac ..... syr
Tadzhik *use* Tajik ..... taj
Tagalog ..... tag
Tagish *use* Athapascan languages ..... ath
Tahltan *use* Athapascan languages ..... ath
Tajik ..... taj
Tamil ..... tam
Tatar ..... tar
Tchetchen *use* Chechen ..... che
Telugu ..... tel
Temne ..... tem
Tereno ..... ter
Teton *use* Dakota ..... dak
Thai ..... tha
Thlingchadinne *use* Athapscan languages ..... ath
Thompson *use* Salishan languages ..... sal
Tibetan ..... tib
Tigre ..... tig
Tigrina ..... tir
Timne *use* Temne ..... tem
Tlingit ..... tli
Tongan *use* Malayo-Polynesian ..... map
Tsattine *use* Athapascan languages ..... ath
Tsilkotin *use* Athapascan languages ..... ath
Tsimshian ..... tsi
Tswana ..... tsw
Turkish ..... tur
Turkmen ..... tuk
Turko-tataric ..... tut
Turkoman *use* Turkmen ..... tuk
Tuscarora *use* Iroquoian languages ..... iro
Tutelo *use* Siouan languages ..... sio
Twi ..... twi
Tzeltal *use* Mayan languages ..... myn
Tzotzil *use* Mayan languages ..... myn
Udmurt *use* Finno-Ugrian ..... fiu
Ugaritic ..... uga
Uigur ..... uig
Ukrainian ..... ukr
Umbundu ..... umb
Undetermined ..... und
Upper Umpqua *use* Athapascan languages ..... ath
Urdu ..... urd
Uzbek ..... uzb
Vedic *use* Sanskrit ..... san
Vietnamese ..... vie
Vote *use* Votic ..... vot
Votian *use* Votic ..... vot
Votic ..... vot
Votish *use* Votic ..... vot
Votyak *use* Finno-Ugrian ..... fiu
Wakashan languages ..... wak
Walamo ..... wal
Washo ..... was
Welsh ..... wel
Wendic ..... wen
Wendish *use* Wendic ..... wen
Winnebago *use* Siouan languages ..... sio
Wolof ..... wol
Xhosa ..... xho
Xosa *use* Xhosa ..... xho
Yankton *use* Dakota ..... dak
Yao (Bantu) ..... yao
Yiddish ..... yid
Yoruba ..... yor
Yupik *use* Eskimo ..... esk
Zapotec ..... zap
Zenaga ..... zen
Zulu ..... zul
Zuni ..... zun

PHYSICAL MEDIUM CODES

SOURCE These codes have been developed for use in the CCF.

USE These codes are used in Field 050.

CODES
- 010 Paper
- 020 Film
- 030 Braille
- 040 Magnetic
- 050 Laser/optical
- 900 Other

4.6

SCRIPT CODES

SOURCE — In the absence of any international standard set of codes for names of scripts, the codes shown below, developed for the International Serials Data System, are recommended for use in the CCF.

USE — These codes are used in Fields 031, 040, 041, 200, 201, 210, 310, 320, and 480.

CODES

ba Roman

ca Cyrillic

da Japanese - script unspecified

db Japanese - kanji

dc Japanese - kana

ea Chinese

fa Arabic

ga Greek

ha Hebrew

ia Thai

ja Devanagari

ka Korean

la Tamil

za Other

4.7

CODES FOR NAMES OF COUNTRIES

SOURCE ISO 3166.

USE These codes are used in Fields 110, 111, 320, 330, 400, 410 and 420.

CODES This list does not constitute an official list of names of countries or other political entities. The name of the entity is given in its short form in English.

Afghanistan	AF	Christmas Island	CX
Albania	AL	Cocos (Keeling) Islands	CC
Algeria	DZ	Colombia	CO
American Samoa	AS	Comoros	KM
Andorra	AD	Congo	CG
Angola	AO	Cook Islands	CK
Antarctica	AQ	Costa Rica	CR
Antigua	AG	Cuba	CU
Argentina	AR	Cyprus	CY
Australia	AU	Czechoslovakia	CS
Austria	AT	Denmark	DK
Bahamas	BS	Djibouti	DJ
Bahrain	BH	Dominica	DM
Bangladesh	BD	Dominican Republic	DO
Barbados	BB	Dronning Maud Land	NQ
Belgium	BE	East Timor	TP
Belize	BZ	Ecuador	EC
Benin	BJ	Egypt	EG
Bermuda	BM	El Salvador	SV
Bhutan	BT	Equatorial Guinea	GQ
Bolivia	BO	Ethiopia	ET
Botswana	BW	Faeroe Islands	FO
Bouvet Island	BV	Falkland Islands (Malvinas)	FK
Brazil	BR	Fiji	FJ
British Indian Ocean Territory	IO	Finland	FI
British Virgin Islands	VG	France	FR
Brunei	BN	French Guiana	GF
Bulgaria	BG	French Polynesia	PF
Burma	BU	Gabon	GA
Burundi	BI	Gambia	GM
Byelorussian SSR	BY	German Democratic Republic	DD
Cameroon	CM	Germany, Federal Republic	DE
Canada	CA	Ghana	GH
Canton and Enderbury Islands	CT	Gibraltar	GI
Cape Verde	CV	Greece	GR
Cayman Islands	KY	Greenland	GL
Central African Republic	CF	Grenada	GD
Chad	TD	Guadeloupe	GP
Chile	CL	Guam	GU
China	CN	Guatemala	GT

Guinea	GN
Guinea-Bissau	GW
Guyana	GY
Haiti	HT
Heard and McDonald Islands	HM
Honduras	HN
Hong Kong	HK
Hungary	HU
Iceland	IS
India	IN
Indonesia	ID
Iran	IR
Iraq	IQ
Ireland	IE
Israel	IL
Italy	IT
Ivory Coast	CI
Jamaica	JM
Japan	JP
Johnston Island	JT
Jordan	JO
Kampuchea	KH
Kenya	KE
Kiribati	KI
Korea, Democratic Republic	KP
Korea, Republic of	KR
Kuwait	KW
Laos	LA
Lebanon	LB
Lesotho	LS
Liberia	LR
Libya	LY
Liechtenstein	LI
Luxembourg	LU
Macau	MO
Madagascar	MG
Malawi	MW
Malaysia	MY
Maldives	MV
Mali	ML
Malta	MT
Martinique	MQ
Mauritania	MR
Mauritius	MU
Mexico	MX
Midway Islands	MI
Monaco	MC
Mongolia	MN
Montserrat	MS
Morocco	MA
Mozambique	MZ
Namibia	NA
Nauru	NR
Nepal	NP
Netherlands	NL
Netherlands Antilles	AN
Neutral Zone	NT
New Caledonia	NC
New Zealand	NZ
Nicaragua	NI
Niger	NE
Nigeria	NG
Niue	NU
Norfolk Island	NF
Norway	NO
Oman	OM
Pacific Islands	PC
Pakistan	PK
Panama	PA
Papua New Guinea	PG
Paraguay	PY
Peru	PE
Philippines	PH
Pitcairn Island	PN
Poland	PL
Portugal	PT
Puerto Rico	PR
Quatar	QA
Reunion	RE
Romania	RO
Rwanda	RW
St. Helena	SH
St. Kitts-Nevis-Anguilla	KN
Saint Lucia	LC
St. Pierre and Miquelon	PM
St. Vincent and the Grenadines	VC
Samoa	WS
San Marino	SM
Sao Tome and Principe	ST
Saudi Arabia	SA
Senegal	SN
Seychelles	SC
Sierra Leone	SL
Singapore	SG
Solomon Islands	SB
Somalia	SO
South Africa	ZA
Spain	ES
Sri Lanka	LK
Sudan	SD
Suriname	SR
Svalbard and Jan Mayen Islands	SJ
Swaziland	SZ
Sweden	SE
Switzerland	CH
Syria	SY
Taiwan	TW
Tanzania	TZ
Thailand	TH
Togo	TG
Tokelau	TK
Tonga	TO
Trinidad and Tobago	TT
Tunisia	TN
Turkey	TR
Turks and Caicos Islands	TC
Tuvalu	TV
Uganda	UG
Ukrainian SSR	UA
United Arab Emirates	AE

United Kingdom	GB
United States	US
United States Miscellaneous Pacific Islands	PU
United States Virgin Islands	VI
Upper Volta	HV
Uruguay	UY
USSR	SU
Vanuatu	VU
Vatican State	VA
Venezuela	VE
Viet Nam	VN
Wake Island	WK
Wallis and Futuna Islands	WF
Western Sahara	EH
Yemen	YE
Yemen, Democratic	YD
Yugoslavia	YU
Zaire	ZR
Zambia	ZM
Zimbabwe	ZW

4.8

ROLE CODES

SOURCE This list is based on the codes used in *UNIMARC*,[4] except that codes marked with an asterisk (*) have been developed for the CCF. Until a suitable, internationally accepted standard code for names of roles is developed, CCF users should use these codes. Note that some of these codes are different from codes used in the first edition of the CCF.

USE These codes are used in Fields 300 and 310.

CODES

010 **Adapter** - one who reworks a musical composition, usually for a different medium, or, a writer who rewrites novels or stories for motion pictures or other visual media.

015* **Advisor** for a thesis or dissertation.

020 **Annotator** - writer of manuscript annotations in a printed book.

030 **Arranger** - one who transcribes a musical composition, usually from a different medium from that of the original; in an arrangement the musical substance remains essentially unchanged.

040 **Artist** - the painter, sculptor, etc. of a work.

050 **Assignee** - person or organization to which a license for printing or publishing has been transferred.

060 **Associated name** - a name associated with or found in a book, which cannot be determined to be that of a **Former owner** (code 390) or other designated role indicative of provenance.

070 **Author** - the person or corporate body chiefly responsible for the creation of the intellectual or artistic content of a work.

080 **Author of introduction, etc.** - one who is the author of an introduction, preface, foreword, afterword, notes, other critical matter, etc. but who is not the chief author of the work.

090 **Author of screenplay, etc.** - the author of a motion picture screenplay, dialogue, spoken commentary, etc.

100 **Bibliographical antecedent** - one who is the author of the work upon which the work described in the record is based, in whole or in part. This code may be appropriate in records for adaptations, indexes, concordances, continuations and sequels by different authors, etc.

110 **Binder**

120 **Binding designer**

130 **Book designer** - a person or corporate body responsible for the entire graphic design of a book, including arrangement of type and illustration, choice of materials, and process to be used.

140 **Bookjacket designer**

150 **Bookplate designer**

160 **Bookseller**

Bowdlerizer - *use* 190 **Censor**

170 **Calligrapher**

180 **Cartographer**

190 **Censor** - censor, bowdlerizer, expurgator, etc., official or private.

200 **Choreographer**

Collaborator - *use* 070 or other codes, as appropriate.

210 **Commentator** - one who writes commentary or explanatory notes about a text; or, one who provides interpretation, analysis, or a discussion of the subject matter on a recording, motion picture, or other audio-visual medium.

220 **Compiler** - one who produces a collection by selecting and putting together matter from works of various persons or bodies; or, who select and puts together in a single publication matter from the works of one person or body.

230 **Composer (music)** - one who creates a musical work, usually a piece of music in manuscript or printed form.

240 **Compositor**

250 **Conductor** - the person directing the group performing a musical work.

255* **Consultant** to a project.

Contractor/Monitor - *use* 540 **Monitor/Contractor**

260 **Copyright holder**

270 **Corrector** - scriptorium official who corrected the work of a scribe; for printed works use 640 **Proofreader.**

Counterfeiter - *use* 380 **Forger**

280 **Dedicatee** - person or organization to whom a boo or manuscript is dedicated.

290 **Dedicator** - the author of a dedication.

295* **Degree-grantor** - the body granting the degree for which the thesis or dissertation included in the item was presented.

Designer of binding - *use* 120 **Binding designer**

Designer of book - *use* 130 **Book designer**

Designer of bookjacket - *use* 140 **Bookjacket designer**

Designer of bookplate *use* 150 **Bookplate designer**

Designer of type - *use* 740 **Type designer**

300 **Director** - the person responsible for the general management of the work or who supervised the production of the performance for stage, screen, or sound recording.

310 **Distributor** - an agent or agency that has marketing rights for an item.

320 **Donor** - the donor of book to present owner; donor to previous owner is designated as 390 **Former owner**

330 **Dubious author** - one to whom the authorship of a work has been dubiously or incorrectly ascribed.

340 **Editor** - one who prepares for publication a work that is entirely or partly not his own. The editorial work may be either technical or intellectual.

350 **Engraver**

360 **Etcher**

Expurgator - *use* 190 **Censor**

370 **Film editor**

380 **Forger**

390 **Former owner** - person or organization owning an item at any time in the past. Includes a person or organization to whom the item was once presented as named in a statement inscribed by another person or organization; person or body giving the item to present owner is designated as 320 **Donor.**

400 **Funder/sponsor** - a person or body that issued the contract and/or furnished financial support for the production of the work, e.g., the entity 'under the auspices of which' the work has been written, printed, performed, published etc.

410 **Graphic technician** - person responsible for the realization of the design in a medium from which a print may be produced. If the person who conceives the design (i.e., 440 **Illustrator**) also realizes it, codes for both roles may be used as needed.

420 **Honoree** - person in memory or honour of whom a book is donated.

430 **Illuminator**

440 **Illustrator** - person who conceives a design or illustration.

Imprimatur - *use* 500 **Licensor**

450 **Inscriber** - person who signs a presentation statement.

460 **Interviewee**

470 **Interviewer**

Joint author - *use* 070 **Author**

480 **Librettist** - the writer of the text of an opera, oratorio, etc.

490 **Licensee** - original recipient of right to print or publish.

500 **Licensor** - signer of license, imprimatur, etc.

510 **Lithographer** - person who prepares the stone or grained plate for lithographic printing, including a graphic artist creating original design while working directly on the surface from which the printing will be done.

520 **Lyricist** - writer of the text of a song.

Memorial - *use* 420 **Honoree**

530 **Metal engraver**

540 **Monitor/Contractor** - person or organization that supervises the compliance with a contract and is responsible for the report and controls its distribution. Sometimes referred to as grantee, or controlling agency.

550 **Narrator** - the speaker delivering the narration in a motion picture, sound recording, etc.

555* **Opponent** - a person solely or partly responsible for opposing a thesis or dissertation.

557* **Organizer of meeting** - a person or body responsible for organizing the meeting reported in the item.

560 **Originator** - the author or agency performing the work, i.e. a person or organization associated with the intellectual content of the work.

570 **Other** - for use whenever a role code in another format has no equivalent in the CCF, or otherwise not defined in this list.

580 **Papermaker**

582* **Patent applicant** - The person or body that applied for a patent described in the record.

584* **Patent inventor** - The person who invented the device or process covered by the patent described in the record.

587* **Patentee** - The person or body that was granted the patent described in the record.

590 **Performer** - the person acting or otherwise performing in a musical or dramatic presentation or entertainment.

595* **Performer of research** - the corporate body responsible for

performing the research reported in the item. *See also* 673 **Research Team Head** and 677 **Research Team Member.**

600 **Photographer** - the person who took a still photograph. This may be used in a record for either an original photograph or for a reproduction in any medium. Or, the person responsible for photography in a motion picture.

Plates, printer of - *use* 620 **Printer of plates**

610 **Printer** - printer of texts, whether from type or plates (e.g., stereotype).

620 **Printer of plates** - printer of illustrations or designes from plates.

627* **Producer** - the person with final responsibility for the making of a motion picture, including business aspects, management of the production, and the commercial success of the film.

Project manager - *use* 673 **Research Team Head**

640 **Proofreader** - corrector of printed matter. For manuscripts use 270 **Corrector.**

650 **Publisher** - the person or body responsible for publishing the item.

660 **Recipient** - person to whom letters are addressed.

670 **Recording engineer** - the person supervising the technical aspects of a sound or video recording session.

673* **Research Team Head** - the person who directed the research or managed the project reported in the item. *See also* 595 **Performer of Research**

677* **Research Team Member** - a member of a research team responsible for the research reported in the item. *See also* 595 **Performer of Research**

690 **Scenarist** - the author of a motion picture scenario

700 **Scribe** - maker of pen-facsimiles of printed matter, for amanuensis, and for writer of manuscripts proper.

710 **Secretary** - the secretary, reporter, redactor, or other person responsible for expressing the views of a corporate body.

720 **Signer** - signature which appears in a book without a presentation or other statement indicative of provenance.

Sponsor/Funder - *use* 400 **Funder/Sponsor**

725* **Standards body** - the agency responsible for issuing or enforcing a standard.

730 **Translator** - one who renders from one language into another, or from an older form of a language into the modern form, more or less closely following the original.

740 **Type designer** - person who designed the type face used in a

particular book.

750 **Typographer** - person primarily responsible for choice and arrangement of type used in a book. If person who selects and arranges type is also responsible for other aspects of graphic design of a book, use code 130 **Book designer** or codes for both functions.

760 **Wood engraver**

770 **Writer of accompanying material** - the writer of an annex or other significant material which accompanies the item.

780 **Writer of dialogue** - the writer of dialogue or spoken commentary for a screenplay or sound recording

4.9

ORGANIZATION CODES

SOURCE — No set of organization codes exists, nor has a set yet been developed for use in the CCF.

USE — These codes are used in Fields 011 and 020.

CODES — National organizations should be assigned a code that consists of a code taken from the list of Codes for Names of Countries shown in Section 4.7, followed by a code assigned to that organization within its country in accordance with national practices. (E.g., for the Library of Congress - USLC; for the Bibliothèque nationale - FRBN; for the National Library of Canada / Bibliothèque nationale du Canada - CANLC or CABNC.)

4.10

FIELD LINKING CODES

SOURCE These codes have been developed for the CCF.

USE These codes are used in Field 086.

CODES

AA Link between an author and an affiliation.

EQ Link between two fields that are the equivalent to one another, for example between two versions of the same name.

PP Link between a publisher and a place.

PN Link between an ISBN and a publisher.

TR Link between a field and a transliterated version of that field or a part of that field.

SC Link between a field and another version of that field or part of that field in another script.

OT Other kinds of field to field links.

VP Link between a vertical relationship segment linking field (Field 080) and the relevant Part Statement (Field 490).

4.11

NATIONAL BIBLIOGRAPHY AND LEGAL DEPOSIT AGENCY CODES

SOURCE Based on ISO 3166.

USE These codes are used in Fields 110 and 111.

CODES If there is a single national bibliographic agency with a country, this will consist of a code taken from the list of Codes for Names of Countries shown in Section 4.7. If there is more than one agency, an organization code formulated in accordance with the statement shown in Section 4.9 should be used.

4.12

VERTICAL RELATIONSHIP CODES

SOURCE These codes have been developed for the CCF.

USE These codes are used in Fields 080, 081, 082 and 083.

CODES

01	The segment in which this code occurs is lower in the hierarchy.
02	The segment in which this code occurs is higher in the hierarchy.
99	Unspecified relationship.

4.13

HORIZONTAL RELATIONSHIP CODES

SOURCE These codes have been developed for the CCF.

USE These codes are used in Field 085.

CODES In the following explanations, the term 'source segment' is used to identify the segment containing the link. The term 'target segment' refers to the segment to which the link is made.

11 The target segment represents an earlier edition than the item described in the source segment.

12 The target segment represents a later edition than the item described in the target segment.

13 The segments being linked are variant editions.

21 The target segment is a former title of the serial identified in the source segment.

22 The target segment represents a subsequent title.

25 The target segment is a supplement of the item identified in the source segment.

26 The source segment is a supplement of the item identified in the target segment.

31 The target segment represents a translation of the item identified in the source segment.

32 The target segment represents the original of the translation represented by the source segment.

33 The target segment represents another language edition.

34 The target segment represents an item issued with the item identified in the source segment.

35 The target segment represents an item reviewed in the item identified in the source segment.

36 The target segment represents a review article of the item identified in the source segment.

99 Unspecified relationship.

4.14

COMPLETENESS OF RECORD CODES

SOURCE These codes have been developed for use in the CCF.

USE These codes are used in Field 021.

CODES

A	All mandatory and all optional elements provided
B	All mandatory elements provided.
C	Less than all mandatory elements provided.

4.15

TYPE OF MATERIAL CODES

SOURCE These codes have been developed for use in the CCF.

USE These codes are used in Field 060.

CODES Below are presented both general and specific codes, the former being those which end with '00'. The codes are not mutually exclusive; one or more may be used, depending on the practices of the agency. The general codes will prove most useful when none of the more specific codes applies.

100 Textual

105 Report/technical report

110 Thesis, dissertation

115 Meeting document

120 Periodical

125 Newspaper

130 Annual

135 Patent document

140 Standard

145 Irregular serial

150 Monographic series

199 Other textual materials

900 Non-textual materials

5 EXAMPLES OF COMPLETE RECORDS

5.1 Introduction

5.2 Serial

5.3 Monograph

5.4 Component part in a serial

5.5 Component part in a monograph

5.6 Monograph with component parts

5.7 Component part in a volume of a multi-volume monograph in a series

5.1

INTRODUCTION

The following pages display examples of fully coded bibliographic records. They have been chosen to reflect various types of bibliographic entities prepared according to a number of cataloguing and coding practices.

None of these examples should be considered models for standard practice. On the contrary, users of this format should be guided by their own rules of bibliographic description, and should choose from among the options available in this document and elsewhere those coding practices which best suit their needs.

In the following examples, for purposes of illustration, tags, segment identifiers, and field occurrence identifiers appear before the field to which they refer, rather than in the directory as specified in ISO 2709. In a machine-readable record the subfield identifier flag will be character 1/15 of ISO 646. Although no human-readable character has been formally assigned to it, it is shown here as '@'. Field separators and record separators are not shown in these examples.

The records shown are based on bibliographic descriptions from real bibliographic organizations. All coding, however, has been provided by the editors, who are grateful to these agencies for permission to use their data.

5.2

SERIAL

Bibliographic level: s (shown in character position 7 in the record label).

Tag	Seg Iden	Occur Iden	Data Fields
001	0	0	157028
020	0	0	00@BISDS
021	0	0	11@AB
022	0	0	20@A19880120
030	0	0	00@B2
040	0	0	00@Amul
101	0	0	00@A0253-021X
201	0	0	00@ALegislative study - Food and Agriculture Organization of the United Nations
210	0	0	00@AEtudes legislatives - Organisation des Nations Unies pour l'Alimentation et l'Agriculturel@Lfre
210	0	1	00@AEstudios Legislativos - Organizacion de las Naciones Unidas para la Agricultura y la Alimentacion@Lspa
400	0	0	00@ARome@BFood and Agriculture Organization of the United Nations
440	0	0	00@A19810000-
520	0	0	00@AIrregular
610	0	0	00@A341.16:63@BUDC

Comments. This example is based on a record distributed by the International Serials Data System. The record contains only one segment, since it describes an entire serial publication.

5.3

MONOGRAPH

Bibliographic level: m (shown in character position 7 in the record label).

Tag	Seg Iden	Occur Iden	Data Fields
001	0	0	A040327
020	0	0	00@AGBINSPEC
021	0	0	00@AB
022	0	0	00@A19830000
030	0	0	00@B2
040	0	0	00@Aeng
060	0	0	00@A100
100	0	0	00@A0-12-525260-9
200	0	0	00@AOptical fibers
300	0	0	00@AOkoshi@BT.
400	0	0	00@ALondon@BAcademic Press
440	0	0	10@A19820000
460	0	0	00@Axii, 299 p.
600	0	0	00@AThe book deals with various optical waveguides, including optical fibre for communications use. Although there are many versions of optical fibre, only those having axially symmetrical structures (refractive-index distributions) are discussed. The optical and electromagnetic wave aspects of optical fibres are emphasized. Materials, fabrication technologies, applications, and communication-system considerations are described.
610	0	0	00@AA4280M@AA0130K@AA4280S@AB0100@AB4130@B INSPEC Classification Codes
620	0	0	00@AOptical fibers@AOptical communication @ASingle-mode fibers@AOptical communication@ALight scattering@AOptical

```
fiber@AAxially symmetrical structures
@AElectromagnetic wave aspects@AFabrication
technologies@ACommunication-system
considerations@AFiber analysis@ARay
theory@AWave theory@AMode theory@AWKB
method@APower-series method@AVariational
methods@AStaircase approximation
@ARefractive-index distributions@AMultimode
fibers@ACoupling phenomena@ATransmission
characteristics@BNone
```

Comments. This example is based on a record produced by INSPEC, the International Information Services for the Physics and Engineering Communities, in 1983. The record contains only one segment, since it describes an entire monograph.

5.4

COMPONENT PART IN A SERIAL

Bibliographic level: a (shown in character position 7 in the record label).

Tag	Seg Iden	Occur Iden	Data Fields
001	0	0	011760K
020	0	0	00@AUSCA@BChemical Abstracts
021	0	0	00@AC
022	0	0	00@A19870713
040	0	0	00@Aeng
060	0	0	00@A100
086	0	0	00@A30000@BAA@C33000
086	0	1	00@A30001@BAA@C33000
200	0	0	00@AThe influence of man on the ozone layer; readjusting the estimates
300	0	0	00@AIsaksen@BIvar S.
300	0	1	00@AStordal@BFrode
330	0	0	00@AInstitute of Geophysics@BUniversity of Oslo@DBlinden, Oslo, Norway 3
490	0	0	00@Av. 10, no. 1, 1981@B9-17
610	0	0	00@ACA059001@BCA Subject Sections
620	0	0	00@AAtmosphere, Ozonosphere: (Air pollution effect on)@AAir pollution: (by chloro-fluoromethane, Stratosphere ozone depletion of)@AAtmosphere, Stratosphere: (Ozone in, Effect of chlorofluoromethane and other air pollutants on)@BCA General Subject Index
620	0	1	00@AOzone@AAtmosphere@AChlorofluoromethane @ANitrogen@AChlorine@BCA keywords
015	1	0	00@As
083	1	0	00@A02@B0

```
101  1    0        00@A0044-7447

102  1    0        00@AAMBOC

201  1    0        00@AAmbio
```

Comments. This example has been adapted from a record created by Chemical Abstracts Service on July 13, 1987. The code in Field 021 warns the recipient that certain mandatory fields are not provided, as Fields 030 and 440 are missing from the record. A date appears as Subfield A of Field 490, where it is permitted as part of the volume/part designation, but it should also have appeared in Field 440. The target item is a journal article. The secondary segment, which records the journal where the article appears, is assigned bibliographic level code 's' in Field 015. Field 083 shows the relationship between the two segments. Field 086 indicates that a relationship exists between the first author (Field 300, occurrence 0) and the affiliation (Field 330).

7.5

COMPONENT PART IN A MONOGRAPH

Bibliographic level: a (shown in character position 7 in the record label).

Tag	Seg Iden	Occur Iden	Data Fields
001	0	0	NZ1033978
020	0	0	00@BThe ----- Library
021	0	0	00@AA
022	0	0	00@A19870902
030	0	0	00@B2
040	0	0	00@Aeng
060	0	0	00@A140
200	0	0	00@ADocumentation - Format for bibliographic information interchange on magnetic tape : ISO 2709-1981(E)
490	0	0	00@Bpp. 115-119
620	0	0	00@AComputers@AMachine-readable data@AComputer data formats@AInternational standards @AStandards@BSHHL
010	1	0	00@A1033759-M
015	1	0	00@Am
081	1	0	00@A02@B0
100	1	0	00@A92-67-10058-0
200	1	0	01@AInformation transfer@BInternational Organization for Standardization
210	1	0	01@ATransfert de l'information@Lfre
260	1	0	01@ASecond edition
310	1	0	10@AInternational Organization for Standardization
400	1	0	00@AGeneva@BInternational Organization for Standardization

400	1	1	@AParis@BUnesco
440	1	0	10@A19820000
460	1	0	00@A522 p.@C21 cm
480	1	0	00@AISO Standards Handbook@C1
500	1	0	00@AA French version is also available
610	1	0	00@A002/050:778.14:001.4@BUDC
620	1	0	00@AInformation technology@AData exchange @AInternational standards@AStandards@BSHHL

Comments. This example was produced by a hypothetical library on September 2, 1987. The target item is a single international standard printed in a volume that is a collection of standards. The secondary item (the collection) is coded as a monograph (code 'm' in Field 015) but might be considered a multi-volume monograph (code 'c') by another agency. The French title has been included as a parallel title (Field 210) because it appears on the verso of the title page, although there is no French text in the volume. The series shown in Field 480 might have been recorded in a separate segment, but the agency preparing this record has not done so.

5.6

MONOGRAPH WITH COMPONENT PARTS

Bibliographic level: m (shown in character position 7 in the record label).

Tag	Seg Iden	Occur Iden	Data Fields
001	0	0	87-470077
020	0	0	00@AThe National Library of -----
021	0	0	00@AA
022	0	0	10@A19870503
030	0	0	00@B2
040	0	0	00@Aeng
060	0	0	00@A115
100	0	0	00@A963-592-149-7
200	0	0	01@ATowards a common bibliographic exchange format? : International Symposium on Bibliographic Exchange Formats, Taormina, Sicily, 27-29 April 1978@Borganized by the UNISIST International Centre for Bibliographic Descriptions in cooperation with ICSU-AB, IFLA, and ISO, and sponsored by Unesco@Bproceedings edited by H. Dierickx and A. Hopkinson.
300	0	0	31@ADierickx@BH.
300	0	1	31@AHopkinson@BAlan
310	0	0	11@AUNISIST International Centre for Bibliographic Descriptions
310	0	1	31@AUnited Nations Educational, Scientific and Cultural Organization
320	0	0	11@AInternational Symposium on Bibliographic Exchange Formats@GTaormina@I1978
400	0	0	00@ABudapest@BOMKDK-TECHNOINFORM@CH-1428 Budapest, P. O. Box 12, Reviczky u. 6@DHU
440	0	0	10@A19780000
460	0	0	00@A214 p.@Bill.@C28 cm

	0	0	00@AIncludes bibliographical references
610	0	0	00@AZ699.A1I693 1978@BLC
610	0	1	00@A025.2'6@BDDC18
620	0	0	00@AExchange of bibliographic information - Congresses@AMachine-readable bibliographic data - Congresses@BLCSH
015	1	0	00@Aa
080	1	0	00@A01@B0
200	1	0	01@AThe communication format in the international system of scientific and technical information of the CMEA countries @B[by] V. Skripkin and V. Kodola
300	1	0	10@ASkripkin@BV.
300	1	1	10@AKodola@BV.
330	1	0	00@AUSSR@BInternational Centre for Scientific and Technical Information@DMoscow@ESU
490	1	0	00@Bpp. 162-171
086	1	0	00@A33010@BAA@C30010
086	1	1	00@A33010@BAA@C30011
015	2	0	00@Aa
080	2	0	00@A01@B0
200	2	0	01@AThe exchange format chosen for the international information network for standards and technical regulations (ISONET)@B[by] E. Sutter and E. J. French
300	2	0	10@ASutter@BE.
300	2	1	10@AFrench@BE. J.
330	2	0	00@AAFNOR@DParis@EFR
330	2	1	00@AInternational Organization for Standardization@DGeneva@ECH
490	2	0	00@Bpp. 119-121
086	2	0	00@A33020@BAA@C30020
086	2	1	00@A33021@BAA@C30021

Comments. This example was produced by a hypothetical national library on May 3, 1987. The target item is a volume of proceedings of a conference. Three of the papers that form part of the conference have been included in the record as separate segments

(coded '1', '2' and '3'). In Segment 1 the field to field links (Fields 0[illegible]) show that both authors are affiliated with the same institution. In Segment 2 each author is linked (by a Field 086) to a separate institution.

5.7

COMPONENT PART IN A VOLUME OF A MULTI-VOLUME MONOGRAPH WHICH IS IN A SERIES

Bibliographic level: a (shown in character position 7 in the record label).

Tag	Seg Iden	Occur Iden	Data Fields
001	0	0	25-943
020	0	0	00@BDOCPAL
021	0	0	11@AA
022	0	0	00@A19790615
030	0	0	00@B2
03[illegible]	0	0	00@Aspa
040	0	0	00@Aspa
050	0	0	00@A010
060	0	0	00@A105
200	0	0	00@AInmigración italiana@Lspa
300	0	0	00@AMellafe@BRolando
490	0	0	00@B246-280
620	0	0	00@AInmigración@AAsimilacion de Migrantes
015	1	0	00@Am
040	1	0	00@Apor
080	1	0	00@A02@B0
080	1	1	00@A01@B2
086	1	0	00@A4d010@BOT@C08011
200	1	0	00@ASão José dos Campos. Estudo de caso: dinâmica populacional, transformações socio-econômicas, atuação das instituições
260	1	0	0[illegible]@A1

```
310  1  0   10@ACentro Brasileiro de Análise e
             Planejamento@DSão Paulo@EBR@F020

400  1  0   00@ASão Paulo@BCentro Brasileiro de Análise e
             Planejamento

440  1  0   :0@A19780000

460  1  0   00@A305@Btbls

480  1  0   00@ACEBRAP. Estudos de População, 6

490  1  0   00@AVol. 1

015  2  0   00@Ac

080  2  0   00@A02@B1

200  2  0   00@APesquisa Nacional sobre Reprodução Humana

310  2  0   00@ACentro Brasileiro de Análise e Planejamento
             @DSão Paulo@EBR@F020

440  2  0   10@A19780000-

460  2  0   00@Btbls. grafs

015  3  0   00@As

080  3  0   00@A02@B1

200  3  0   00@ACEBRAP. Estudos de População
```

Comments. This record describes a Spanish contribution to a Portuguese journal. The record was produced in Spanish by the Latin American Population Documentation System (DOCPAL) in their own format, which is based on the Reference Manual. The agency puts only one component part in each record; it is the target item in the record. The component part is published in a monograph (shown in Segment 1) which is one volume of a multi-volume monograph (shown in Segment 2); that volume has also been given a number in a series (shown in Segment 3). Note that both the records at the multi-volume level (Segment 2) and the serial level (Segment 3) are linked to the record at the monographic level (Segment 1).

In Segment 1 it is necessary to show that 'Vol. 1' in Field 490 refers to the volume in relation to the multi-volume monograph, rather than the serial. Therefore, a reciprocal link is established in Segment 1 (Field 080, occurrence 1) indicating that the segment links to the multi-volume monograph and a link is made between that linking field (Field 086) and Field 480.

The numbering of the monograph within the monographic series is indicated only by means of a series statement (Field 480 in Segment 1).

6 INDEXES

6.1 List of data elements

6.2 Index

6.1

LIST OF DATA ELEMENTS

Tag	Name
001	RECORD IDENTIFIER
010	RECORD IDENTIFIER USED IN A SECONDARY SEGMENT
010A	Identifier
011	ALTERNATIVE RECORD IDENTIER (R)
011A	Alternative identifier
011B	Identification of agency in coded form
011C	Name of agency
015	BIBLIOGRAPHIC LEVEL OF SECONDARY SEGMENT
015A	Bibliographic level
020	SOURCE OF RECORD
020A	Identification of agency in coded form
020B	Name of agency
020C	Name of code set
020D	Rules for bibliographic description
020L	Language of name of agency
021	COMPLETENESS OF RECORD
021A	Level of completeness code
022	DATE ENTERED ON FILE
022A	Date
023	DATE AND NUMBER OF RECORD VERSION
023A	Version date
023B	Version number
030	CHARACTER SETS USED IN RECORD
030A	Alternative Control Set (C1)
030B	Default Graphic Set (G0)
030C	Second Graphic Set (G1)
030D	Third Graphic Set (G2)
030E	Fourth Graphic Set (G3)
030F	Additional Control Set (R)
030G	Additional Graphic Set (R)
031	LANGUAGE AND SCRIPT OF RECORD (R)
031A	Language of the record (R)
031B	Script of the record (R)
040	LANGUAGE AND SCRIPT OF ITEM (R)
040A	Language of item (R)
040B	Script of item

(R) = Repeatable

041 LANGUAGE AND SCRIPT OF SUMMARY (R)
041A Language of summary (R)
041B Script of summary

050 PHYSICAL MEDIUM
050A Physical medium code (R)

060 TYPE OF MATERIAL
060A Type of material code (R)

080 SEGMENT LINKING FIELD: GENERAL VERTICAL RELATIONSHIP (R)
080A Segment relationship code
080B Segment indicator code

081 SEGMENT LINKING FIELD: VERTICAL RELATIONSHIP FROM MONOGRAPH
081A Segment relationship code
081B Segment indicator code

082 SEGMENT LINKING FIELD: VERTICAL RELATIONSHIP FROM MULTI-VOLUME MONOGRAPH
082A Segment relationship code
082B Segment indicator code

083 SEGMENT LINKING FIELD: VERTICAL RELATIONSHIP FROM SERIAL
083A Segment relationship code
083B Segment indicator code

085 SEGMENT LINKING FIELD: HORIZONTAL RELATIONSHIP (R)
085A Segment relationship code
085B Segment indicator code

086 FIELD TO FIELD LINKING (R)
086A Field linked from
086B Field relationship code
086C Field linked to

100 INTERNATIONAL STANDARD BOOK NUMBER (ISBN) (R)
100A ISBN
100B Invalid ISBN (R)
100C Qualification (R)

101 INTERNATIONAL STANDARD SERIAL NUMBER (ISSN)
101A ISSN
101B Invalid ISSN (R)
101C Cancelled ISSN (R)

102 CODEN
102A Coden

110 NATIONAL BIBLIOGRAPHY NUMBER (R)
110A National bibliography number
110B National bibliographic agency code

111 LEGAL DEPOSIT NUMBER (R)
111A Legal deposit number
111B Legal deposit agency

120 DOCUMENT IDENTIFICATION NUMBER (R)
120A Document identification number
120B Type of number

200	TITLE AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY (R)
200A	Title (R)
200B	Statement of responsibility associated with title (R)
200L	Language of title
200S	Script of title
201	KEY TITLE
201A	Key title
201B	Abbreviated key title
201L	Language of key title
201S	Script of key title
210	PARALLEL TITLE AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY (R)
210A	Parallel title
210B	Statement of responsibility associated with parallel title (R)
210L	Language of parallel title
210S	Script of parallel title
220	SPINE TITLE (R)
220A	Spine title
220L	Language of spine title
221	COVER TITLE (R)
221A	Cover title
221L	Language of cover title
222	ADDED TITLE PAGE TITLE (R)
222A	Added title page title
222L	Language of added title page title
223	RUNNING TITLE (R)
223A	Running title
223L	Language of running title
230	OTHER TITLE (R)
230A	Other variant title
230L	Language of title
240	UNIFORM TITLE (R)
240A	Uniform title
240B	Number of part(s) (R)
240C	Name of part(s) (R)
240D	Form subheading (R)
240E	Language of item (as part of uniform title) (R)
240F	Version
240G	Date of version
240L	Language of uniform title
240Z	Authority number
260	EDITION STATEMENT AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY (R)
260A	Edition statement
260B	Statement of responsibility associated with edition (R)
260L	Language of edition statement
300	NAME OF PERSON (R)
300A	Entry element
300B	Other name elements
300C	Additional elements to name
300D	Date(s)
300E	Role (coded) (R

300F Role (non-coded) (R)
300Z Authority number

310 NAME OF CORPORATE BODY (R)
310A Entry element
310B Other parts of name (R)
310C Qualifier (R)
310D Address of corporate body
310E Country of corporate body
310F Role (coded) (R)
310G Role (non-coded) (R)
310L Language of entry element
310S Script of entry element
310Z Authority number

320 NAME OF MEETING (R)
320A Entry element
320B Other parts of name (R)
320C Qualifier (R)
320E Country
320G Location of meeting
320H Date of meeting (in ISO format)
320I Date of meeting (in free format)
320J Number of meeting
320L Language of entry element
320S Script of entry element
320Z Authority number

330 AFFILIATION (R)
330A Entry element
330B Other parts of the name (R)
330C Qualifier (R)
330D Address (R)
330E Country of affiliation
330L Language of entry element

400 PLACE OF PUBLICATION AND PUBLISHER (R)
400A Place of publication (R)
400B Name of publisher
400C Full address of publisher (R)
400D Country of publisher (R)

410 PLACE OF MANUFACTURE AND NAME OF MANUFACTURER (R)
410A Place of manufacture (R)
410B Name of manufacturer
410C Full address of manufacturer (R)
410D Country of manufacturer (R)

420 PLACE AND NAME OF DISTRIBUTOR (R)
420A Place of distributor (R)
420B Name of distributor
420C Full address of distributor (R)
420D Country of distributor (R)

440 DATE OF PUBLICATION (R)
440A Date in formalized form
440B Date in non-formalized form

441 DATE OF LEGAL DEPOSIT
441A Date of legal deposit

450	SERIAL NUMBERING
450A	Serial numbering and date
460	PHYSICAL DESCRIPTION
460A	Number of pieces and designation
460B	Other descriptive details
460C	Dimensions
460D	Accompanying material (R)
465	PRICE AND BINDING (R)
465A	Price (R)
465B	Binding (R)
465C	Date of price (R)
480	SERIES STATEMENT AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY (R)
480A	Series statement
480B	Statement of responsibility associated with series statement (R)
480C	Part statement
480D	ISSN
480L	Language of title
480S	Script of title
490	PART STATEMENT (R)
490A	Volume/part numeration and designation (R)
490B	Pagination defining a part
490C	Other identifying data defining a part
500	NOTE (R)
500A	Note
510	NOTE ON BIBLIOGRAPHICAL RELATIONSHIP (R)
510A	Note
520	SERIAL FREQUENCY NOTE (R)
520A	Frequency
520B	Dates of frequency
530	CONTENTS NOTE (R)
530A	Note
600	ABSTRACT (R)
600A	Abstract
600L	Language of abstract
610	CLASSIFICATION SCHEME NOTATION (R)
610A	Notation (R)
610B	Identification of classification scheme
620	SUBJECT DESCRIPTOR (R)
620A	Subject descriptor (R)
620B	Identification of subject system

6.2

INDEX

The following is an index to the text of the CCF document and the data elements of the format specification. References to the text indicate one or more section numbers (e.g., section 4.14, sections 2.6.1-2.6.2). References to data elements show either a specific physical location (e.g., label(5), directory), the identifier of a datafield (e.g., 441), or a specific part of a datafield, e.g., 022(indicator 1).

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date of coverage — 440
date of legal deposit — 441
date of person — 300
date of publication — 440
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date of record version — 023
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extension of format — section 2.7

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